

BYLAWS

GLENBROOKE WOODS HOMEOWNERS ASSOCIATION

ARTICLE I Name and Location

The name of the corporation is Glenbrooke Woods Homeowners Association, Inc., hereinafter referred to as the "Association." Meetings of Members and Directors may be held at such places within the State of Virginia, as may be designated by the Board of Directors.

ARTICLE II Definitions

Section 1. "Association" shall mean and refer to Glenbrooke Woods Homeowners Association, Inc., its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain real property described in the Restrictive Covenants, Conditions and Restrictions, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

Section 3. "Common Areas" shall mean all real property owned by the Association for the common use and enjoyment of the Members of the Association.

Section 4. "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision map of the Properties with the exception of the common area.

Section 5. "Member" shall mean and refer to every person or entity who holds a membership in the Association.

Section 6. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 7. "Covenants" shall mean and refer to the Restrictive Covenants, Conditions and Restrictions applicable to the Properties recorded in the Office of the Clerk of the Circuit Court of Fairfax County, Virginia.

ARTICLE III

Membership

Section 1. Membership. Every person or entity who is a record owner of a fee or undivided fee interest in any Lot which is subject by covenants of record to assessment by the Association, including contract sellers, shall be a Member of the Association. The foregoing is not intended to include persons or entities who hold an interest merely as security for the performance of an obligation. No owner shall have more than one membership. Membership shall be appurtenant to and may not be separate from ownership of any Lot which is subject to assessment by the Association. Ownership of such Lot shall be the sole qualification for membership.

Section 2. Suspension of Membership. During any period in which a Member shall be in default in the payment of any annual or special assessment levied by the Association, the voting rights and right to use of the recreational facilities of such Member may be suspended by the Board of Directors until such assessment has been paid. Such rights of a Member may also be suspended, after notice, for a period not to exceed thirty (30) days, for violation of any rules and regulations established by the Board of Directors governing the use of the common area and facilities.

ARTICLE IV

Property Rights: Right of Enjoyment

Each Member shall be entitled to the use and enjoyment of the common area and facilities provided in the Covenants. Any Member may delegate his rights of enjoyment of the common area and facilities to the Members of his family, his tenants or contract purchasers, who reside on the property. Such Member shall notify the Secretary in writing of the name of any such delegee. The rights and privileges of such delegee are subject to suspension to the same extent as those of the Member.

ARTICLE V

Board of Directors: Election and Term of Office

Section 1. Number. The affairs of this Association shall be managed by a Board of seven (7) directors, who need not be Members of the Association.

Section 2. Election. New directors shall be elected for terms of three years.

Section 3. Removal. Any director may be removed from the Board with or without cause, by a majority vote of Members of the Association. In the event of death, resignation or removal of a director, his/her successor shall be selected by the remaining Members of the Board and shall serve for the unexpired term of his predecessor.

Section 4. Compensation. No director shall receive compensation for any service he may render to the Association in his capacity as director. However, any director may be reimbursed for his actual expenses incurred in the performance of his/her duties.

ARTICLE VI
Meeting of Directors

Section 1. Regular Meetings. Regular meetings of the Board of Directors shall be held bimonthly without notice, at such place and hour as may be fixed from time to time by resolution of the Board. Should said meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the Board of Directors shall be held when called by the President of the Association, or by any two directors, after not less than three (3) days notice to each director.

Section 3. Quorum. A majority of the number of directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

Section 4. Action Taken Without a Meeting. The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of a majority of directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

ARTICLE VII
Nomination and Election of Directors

Section 1. Nomination. Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chair, who shall be a Member of the Board of Directors, and two or more Members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among Members or non-Members.

Section 2. Election. Election to the Board of Directors shall be by secret written ballot. At such election the Members or their proxies may exercise, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Covenants. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted. At the discretion of the current Board, election of the new Board may be conducted by mail ballot following the annual meeting.

ARTICLE VIII
Powers and Duties of the Board of Directors

Section 1. Powers. The Board of Directors has power:

- a. To adopt and publish rules and regulations governing the use of the common area and facilities, and the personal conduct of the Members and their guests thereof.
- b. To exercise for the Association all powers, duties and authority vested in or delegated to this Association not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation, or the Covenants.
- c. To declare the office of a member of the Board of Directors to be vacant in the event such Member shall be absent from three (3) consecutive regular meetings of the Board of Directors.
- d. To employ a manager, and independent contractor or such other employees as they deem necessary, and to prescribe their duties.

Section 2. Duties. It shall be the duty of the Board of Directors:

- a. To cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the Members at the annual meeting of the Members.
- b. To supervise all officers, agents and employees of this Association, and to see that their duties are properly performed.
- c. As more fully provided herein and in the Covenants:
 1. To fix the amount of the annual assessment against each Lot at least thirty (30) days in advance of each annual assessment period.
 2. To send written notice of each assessment to every owner subject thereto at least thirty (30) days in advance of each annual assessment period.
- d. To issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether any assessment has been paid. A reasonable charge may be made by the Board of Directors for the issuance of these certificates. Such certificates shall be conclusive evidence of any assessment therein stated to have been paid.
- e. To procure and maintain adequate liability insurance, and to procure adequate hazard insurance on property owned by the Association.
- f. To cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate.

- g. To cause the common area to be maintained.
- h. To cause the exterior of the dwellings to be maintained as provided in Article X of the Covenants.

ARTICLE IX Committees

Section 1. The following committees are provided in the Covenants:

- 1. Architectural Control Committee. The Committee performs its task of ensuring and maintaining aesthetic quality of the homes and their environs by establishing and monitoring the architectural review process. The Committee reviews all applications for exterior alterations submitted by residents.
- 2. Nominations Committee. The Committee solicits nominations for Board elections.

Section 2. The Board of Directors may appoint other committees as deemed appropriate in carrying out its purposes, such as:

- a. A Recreation Committee which shall advise the Board of Directors on all matters pertaining to the recreational program and activities of the Association and shall perform such other functions as the Board, in its discretion, determines.
- b. A Common Areas Committee which shall advise the Board of Directors on all matters pertaining to the maintenance, repair or improvement of the Properties, and shall perform such other functions as the Board, in its discretion, determines.
- c. A Publicity Committee which shall inform the Members of all activities and functions of the Association and shall, after consulting with the Board of Directors, make such public releases and announcements as are in the best interest of the Association.
- d. An Audit Committee which shall supervise the annual audit of the Association's books and approve the annual budget and statement of income and expenditures to be presented to the membership at its regular annual meeting as provided in Article XI, Section 8(d).

Section 3. It shall be the duty of each committee to receive complaints from Members on any matter involving Association functions, duties and activities within its field of responsibility. It shall reconcile such complaints as it deems appropriate or refer them to such other committee, director or officer of the Association as is further concerned with the matter presented.

ARTICLE X
Meetings of Members

Section 1. Annual Meetings. The annual meeting shall be held in the month of March at 8:00 p.m. on a week night.

Section 2. Special Meetings. Special meetings of the Members may be called at any time by the President or by the Board of Directors, or upon written request of one-fourth (1/4) of the Members who are entitled to vote.

Section 3. Notice of Meetings. Written notice of each meeting of the Members shall be given by, or at the direction of, the Secretary or person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, not less than ten (10) days and not more than fifty (50) days before such meeting, to each Member entitled to vote thereat, addressed to the Member's address last appearing on the books of the Association, or supplied by such Members to the Association for the purpose of notice. Such notice will specify the place, day and hour of the meeting, and in the case of a special meeting, the purpose of the meeting.

Section 4. Quorum. The presence at the meeting of Members entitled to vote, or of proxies entitled to cast, one-tenth (1/10) of the votes shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Covenants, or these Bylaws. If, however, such quorum shall not be present or represented at any meeting, the Members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented.

Section 5. Proxies. At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his Lot.

ARTICLE XI
Officers and Their Duties

Section 1. Enumeration of Officers. The officers of this Association shall be President and Vice President, who shall at all times be Members of the Board of Directors, a Secretary, and a Treasurer, and such other officers as the Board may from time to time by resolution create.

Section 2. Election of Officers. The election of officers shall take place at the first meeting of the Board of Directors following the election of the Board.

Section 3. Term. The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall resign sooner, or shall be removed or otherwise disqualified to serve.

Section 4. Special Appointments. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority and perform such duties as the Board may, from time to time, determine.

Section 5. Resignation and Removal. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time by giving written notice to the Board, the President, or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled in the manner prescribed for regular election. The officer elected to such vacancy shall serve the remainder of the term of the officer he replaces.

Section 7. Multiple Offices. The offices of Secretary and Treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices except in the case of special offices created pursuant to Section 4 of this Article.

Section 8. Duties. The duties of the officers are as follows:

- a. President. The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds, and other written instruments and may co-sign all checks and promissory notes.
- b. Vice President. The Vice President shall act in the place and stead of the President in the event of his absence, inability or refusal to act, may co-sign all checks and promissory notes, and shall exercise and discharge such other duties as may be required of him by the Board.
- c. Secretary. The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; shall serve notice of meetings of the Board and of the Members; keep appropriate current records showing the Members of the Association and their addresses, and shall perform such other duties as required by the Board.
- d. Treasurer. The Treasurer shall receive and deposit in appropriate bank accounts, all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; shall keep proper books of account; shall cause an annual audit of the Association's books at the completion of each fiscal year; and shall prepare an annual budget and statement of income and expenditures to be presented to the membership at its regular annual meeting; and shall deliver a copy of each to the Members.

ARTICLE XII

Assessments

Section 1. Creation of the Lien and Personal Obligation of Assessments. By the Covenants, each Member is deemed to covenant and agrees to pay to the Association:

- a. Annual assessments or charges.
- b. Special assessments for capital improvements. The annual and special assessments, together with such interest thereon and costs of collection thereof, hereinafter provided, shall be a charge on the land and shall be a continuing lien upon the property against which each such assessment is made.

Section 2. Purpose of Assessments. The assessments levied by the Association shall be used exclusively for the purpose of promoting the recreation, health, safety, and welfare of the residents in the Properties, and in particular, for the improvement and maintenance of the Properties, services, and facilities devoted to this purpose and related to the use and enjoyment of the Common Area, and of the homes situated upon the Properties.

Section 3. Special Assessments for Capital Improvements. In addition to the annual assessments authorized above, the Association may levy, in any assessment year, a special assessment applicable to that year only, for the purpose of defraying, in whole or in part, the cost of any construction or reconstruction, unexpected repair or replacement of a described capital improvement upon the common area, including the necessary fixtures and personal property related thereto, provided that any such assessment shall have the assent of two-thirds (2/3) of the votes of Members who are voting in person or by proxy at a meeting duly called for this purpose, written notice of which shall be sent to all Members not less than ten (10) days nor more than fifty (50) days in advance of the meeting, setting forth the purpose of the meeting.

Section 4. Uniform Rate. Both annual and special assessments must be fixed at a uniform rate for all Lots. The Board of Directors may, at its discretion, require the annual and/or special assessments to be paid on a monthly basis and may require that such payments be made to a mortgagee under the deed of trust on the respective Lots, or any other collection agent selected by the Board of Directors.

Section 5. Quorum for Any Action. If the required quorum, as reference in Article X Section 4, is not forthcoming at any meeting, another meeting may be called, subject to the notice requirement. The required quorum at any such subsequent meeting shall be one-half (1/2) of the required quorum at the preceding meeting. No such subsequent meeting shall be held more than sixty (60) days following the preceding meeting.

Section 8. Due Dates of Annual Assessments. The Board of Directors shall fix the amount of the annual assessment against each Lot at least thirty (30) days in advance of each annual assessment period. Written notice of the annual assessment shall be sent to every owner subject thereto. The due dates shall be established by the Board of Directors. The Association shall, upon demand at any time, furnish a certificate in writing, signed by an officer of the Association, setting forth whether the assessments on a specified Lot have

been paid. A reasonable charge may be made by the Board for the issuance of these certificates. Such certificate shall be conclusive evidence of payment of any assessment therein stated to have been paid.

Section 9. Effect of Nonpayment of Assessments: Remedies of the Association. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the Board may assess a delinquency charge to be determined by the Board. The Board, on behalf of the Association, may bring an action at law against the owner personally obligated to pay the same or foreclose the lien against the property. Interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the common area or abandonment of his Lot.

Section 10. Subordination of the Lien to Mortgages. The lien of the assessments provided for herein shall be subordinate to the liens of any mortgage or mortgages. Sale or transfer of any Lot shall not affect the assessment lien. However, the sale or transfer of any Lot which is subject to any mortgage or deed of trust, pursuant to a decree of foreclosure under such mortgage or deed of trust, or any proceeding in lieu of foreclosure thereof, shall extinguish the lien of such assessments as to payments thereof which became due prior to such sale or transfer. No sale or transfer shall relieve such Lot from liability for any assessments thereafter becoming due or from the lien thereof.

Section 11. Exempt Property. The following property subject to the Covenants shall be exempt from the assessments created therein:

- a. All Properties dedicated to and accepted by a local public authority.
- b. The Common Area.
- c. All Properties owned by a charitable or nonprofit organization exempt from taxation by the laws of the State of Virginia. However, no land or improvements devoted to dwelling use shall be exempt from said assessments.

ARTICLE XIII Books and Records

The books, records, and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any Member. The Covenants, the Articles of Incorporation, and the Bylaws of the Association shall be available for inspection by any Member. The Covenants, the Articles of Incorporation, and the Bylaws of the Association shall be available from the Secretary for any Member at reasonable cost.

ARTICLE XIV Amendments

Section 1. These Bylaws may be amended, at a regular or special meeting of the Members, by a vote of a majority of a quorum of Members present in person or by proxy.

Section 2. In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles of Incorporation shall control; and in the case of any conflict between the Covenants and these Bylaws, the Covenants shall control.

ARTICLE XV
Miscellaneous

The fiscal year of the Association shall begin on the first day of January and end on the thirty-first day of December of every year.

IN WITNESS WHEREOF, we, being all of the Directors of Glenbrooke Woods Homeowners Association, Inc., have hereunto set our hands this ____ day of _____, 1995.

_____ Daniel B. Ramey, President	12352 Greenhorn Street Herndon, VA 22071
_____ Bonnie A. Farran, Vice President	12622 Glenbrooke Woods Drive Herndon, VA 22071
_____ Karen J. Ulans, Secretary/Treasurer	12619 Glenbrooke Woods Drive Herndon, VA 22071
_____ Lew Bennett	2921 Timberwood Way Herndon, VA 22071
_____ Thomas M. Haynie, Jr.	12628 Glenbrooke Woods Drive Herndon, VA 22071
_____ Kim Kovacic	12513 Glenbrooke Woods Drive Herndon, VA 22071
_____ Ian Moar	2795 Crystal Wood Court Herndon, VA 22071

IN WITNESS WHEREOF, we, being all of the Directors of Glenbrooke Woods Homeowners Association, Inc., have hereunto set our hands this ____ day of _____, 1996.

Daniel B. Ramey, President

12352 Greenhorn Street
Herndon, VA 22071

Bonnie A. Farran, Vice President

12622 Glenbrooke Woods Drive
Herndon, VA 22071

Karen J. Ulans, Secretary/Treasurer

12619 Glenbrooke Woods Drive
Herndon, VA 22071

Notary

Expiration

