

**ARBOR GLEN CLUSTER ASSOCIATION, INC.  
POLICY RESOLUTION NO. 21-01**

(Establishing Rules and Regulations Relating to the Leasing of Lots)

**WHEREAS**, the Deed of Dedication, Subdivision, Resubdivision, Deed of Conveyance and Easement Agreement (“Deed of Dedication”) recorded among the land records of Fairfax County, Virginia in Deed Book 6440 at Page 0296 subjected all of Lots 1 through 44, inclusive, and Parcel “A”, Block 9, Reston, Section 39 to the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (the “Deed”) and conveyed Parcel A to Arbor Glen Cluster Association as common area; and

**WHEREAS**, Article VII of the Deed provides that any portion of the Property subject to the Deed may also be subject to a separate Cluster declaration, articles of incorporation, and bylaws (collectively, the “Cluster Documents”) and any obligations created under the Cluster Documents shall be in addition to obligations created by the Deed; and

**WHEREAS**, the Articles of Incorporation for Arbor Glen Cluster Association, commonly known as the Arbor Glen Cluster Association, (the “Cluster Association”) provide that it was incorporated for the purpose of exercising all of the rights, duties, obligations, servitudes, easements, licenses and other powers provided for in the Deed and Deed of Dedication; and

**WHEREAS**, Article VII of the Deed grants the Cluster Association’s Board of Directors (the “Cluster Board”) all powers needed to carry out the purpose of the Cluster Association which are enabled by law or Article VII of the Deed and which are not specifically reserved to the members; and

**WHEREAS**, Article VII, Section VII.2(b)(1) of the Deed provides that a Cluster Member’s right of enjoyment of the Cluster Common Area is subject to the right of the Cluster Board to establish reasonable rules of use, including parking rules; and

**WHEREAS**, Article VI, section VI.2 of the Deed provides that no Lot shall be used for purposes other than the purposes for which such Lot is zoned and designed, and which are permissible under location zoning ordinances; each Member shall comply with applicable zoning requirements; and no person or entity shall permit anything to be done or kept on the Property which would be in violation of any law, regulation, or administrative ruling; and

**WHEREAS**, the Deed of Dedication provides that where the zoning ordinance imposes greater restrictions on the use of the lots or parcels than are required by the covenants and restrictions, the zoning ordinance shall govern; and

**WHEREAS**, Section 55-1-1806 of the Virginia Property Owners Association Act provides that an association may require the lot owner to provide the association with the names and contact information of the tenants and authorized occupants under a lease and any authorized agent of a lot owner, vehicle information for such tenants or authorized occupants, and the tenant’s acknowledgment of and consent to any rules and regulations of the association; and

**WHEREAS**, the Cluster Board desires to establish uniform procedures regarding the leasing of Lots and the reporting of information about the leasing of Lots, so as to ensure compliance with the terms of the Deed and applicable Virginia law.

**NOW THEREFORE**, be it resolved that the following policy and procedures shall govern the leasing of Lots within the Association:

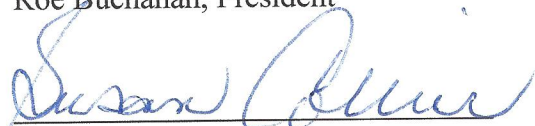
1. No Lot shall be rented, leased, or occupied in violation of the Fairfax County Zoning Ordinance or any law, regulation or administrative ruling have jurisdiction over the Cluster Association. This includes, without limitation, adhering to the number of occupants permitted to reside in a single-family attached dwelling.
2. Owners are responsible for ensuring that their tenants and occupants use and occupy the Lot and the Cluster Common Area in accordance with the Cluster Documents, Deed, rules and regulations, and applicable law.
3. Owners are required to register their tenants with the Association within ten (10) days of occupancy of the Lot utilizing the registration form attached hereto as Exhibit A. Additionally, any changes to the tenants or occupants in residence or their information is to be provided to the Cluster Board within ten (10) days of such change by submitting an updated Exhibit A.
4. Owners must provide the Association with the name, contact information (phone number and email), and vehicle information (year, make, model, color, and license plate) for all occupants/tenants who will be residing at the Lot.
5. Owners shall provide to the tenant(s), at the time the Lot is occupied, copies of the Cluster Documents and all rules and regulations of the Cluster Association.
6. If the Owner fails to submit Exhibit A to the Cluster Board within ten (10) days of occupancy of the Lot, the Owner shall be deemed to be in violation of this Resolution.
7. The Owner is responsible for providing their off-site mailing address and contact information to the Cluster Board.
8. The remedies of the Association set forth herein are supplemental to all of the other remedies available to the Cluster Association pursuant to the Deed, Cluster Documents, Deed of Dedication, rules and regulations and Virginia law.

This Resolution was adopted and approved by the Board of Directors of Arbor Glen Cluster Association, Inc. on this 12<sup>th</sup> day of AUGUST, 2021.

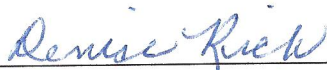
**Board of Directors of  
Arbor Glen Cluster Association, Inc.**



Roe Buchanan, President



Susan Collier, Treasurer



Denise Rich, Secretary

**EXHIBIT A**

**TENANT/OCCUPANT REGISTRATION FORM**

Please mail to: Arbor Glen Cluster Association  
P.O. Box 723  
Herndon, VA 20172-0723

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**Date:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Owner Information:**

Name: \_\_\_\_\_  
First Name Last Name

Name: \_\_\_\_\_  
First Name Last Name

Name: \_\_\_\_\_  
First Name Last Name

Owner's Off-Site  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Owner's E-Mail: \_\_\_\_\_

Owner's Telephone Numbers: \_\_\_\_\_  
(Home/Work) (Cell)

Owner's managing agent (if any): \_\_\_\_\_

Managing agent E-Mail: \_\_\_\_\_

Managing agent Telephone Numbers: \_\_\_\_\_

Optional: Owner's may, but are not required to, provide a copy of the lease or rental agreement along with this form.



**Tenant/Occupant Information:**

Name: \_\_\_\_\_  
First Name Last Name Email

Name: \_\_\_\_\_  
First Name Last Name Email

Name: \_\_\_\_\_  
First Name Last Name Email

Tenant Mailing Address: \_\_\_\_\_

Tenant Telephone Numbers: \_\_\_\_\_  
(Home/Work) (Cell)

\_\_\_\_\_  
(Home/Work) (Cell)

\_\_\_\_\_  
(Home/Work) (Cell)

**Tenant Vehicle Information:**

Vehicle 1: \_\_\_\_\_  
(Make, Model & Color) (State License Plate No.)

Vehicle 2: \_\_\_\_\_  
(Make, Model & Color) (State License Plate No.)

Vehicle 3: \_\_\_\_\_  
(Make, Model & Color) (State License Plate No.)

**Tenant Acknowledgment:**

By my signature below, I acknowledge that I have been provided a copy of the rules and regulations governing the Cluster Association, including this Resolution, and that I consent to them.

Name: \_\_\_\_\_  
First Name Last Name

Name: \_\_\_\_\_  
First Name Last Name

Name: \_\_\_\_\_  
First Name Last Name

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**FOR CLUSTER ASSOCIATION USE ONLY**

Lot: \_\_\_\_\_

Date Received: \_\_\_\_\_

Copy of Signed Lease received:      Yes    No

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date