

**CABOTS POINT
CLUSTER ASSOCIATION**

HANDBOOK

FOR

HOMEOWNERS

Last Updated November 6, 2017

Welcome to Cabots Point Cluster!

As a new owner or resident, you have become part of a small Reston neighborhood of 40 homes. Cabots Point's residents are active in the community and the Cabot's Point Cluster Association. In addition to association meetings, we gather regularly for fun occasions such as summer lakeside happy hours, an Oktoberfest, and a holiday progressive dinner.

Cabots Point includes 9.5 acres of common land along the lakefront and around each of its four tiers. The cluster depends on each homeowner or resident to help maintain the beauty of our neighborhood and the harmonious appearance of our homes. It also needs everyone's help to effectively operate and manage cluster interests.

Homeowners are assessed quarterly dues to pay for operation and maintenance of the cluster. A volunteer Board works to manage these funds and make decisions affecting the cluster. Committees work on ongoing issues such as landscape planning, or intermittent issues such as cluster standards.

The Board encourages all Cabots Point residents to be involved in managing the cluster. Attend annual meetings, participate in occasional "work days," serve on a committee, become a Board member. Your ideas and involvement are welcome and important.

You can begin by becoming familiar with this Cabots Point Cluster Handbook, which is a supplement to the Cabots Point Cluster Association Bylaws and to the covenants of the Reston Association. Each owner is directly responsible for complying with CPCA and RA bylaws and covenants, as well as working cooperatively with your neighbors and the Cabots Point Cluster Association. Look for notice of meetings to be distributed in your mailbox or by email. Find your cluster directory in the disclosure documents you received when purchasing your home. Contact a Board Member with your questions and ideas. And finally, check our website www.cabotspoint.org periodically for updates.

We hope you will enjoy living in Cabots Point!

Prepared by Cabots Point Cluster Association Board

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HOW CABOTS POINT CLUSTER ASSOCIATION OPERATES

CLUSTER CORPORATION

Cabots Point Cluster Association (CPCA) was incorporated in 1982 as a non-stock, non-profit corporation under the Code of Virginia. CPCA owns and maintains approximately 9.5 acres for the common use of Cabots Point property owners and their families, guests, and tenants. This common area includes the streets, paths, sidewalks, lakefront, cluster dock and open spaces. CPCA is governed according to its Articles of Incorporation, Articles of Amendment, and By-Laws. In addition, CPCA is subject to all Reston Association (RA) covenants, policies and regulations as well as county, state, and federal laws. The association has the right to enforce covenants, restrictions, easements, etc., provided in the deed pertaining to Cabots Point, as well as compliance with cluster standards for the exterior of homes. To carry out these functions, the Cluster's Board of Directors assesses and collects dues, and appropriates and expends funds for upkeep and maintenance of common areas.

By purchasing a house in Cabots Point you automatically become a Member of both CPCA and RA. Each Cabots Point property owner, whether they reside in Cabots Point or not, is a Member of CPCA. One household has the equivalence of one Membership; therefore, property owners have one vote per house on issues put to vote by the Membership at CPCA meetings. Although tenants cannot be Members or vote on CPCA affairs, they are encouraged to attend association meetings and participate in Cluster activities.

Most problems relating to an individual house are matters for resolution between the seller and purchaser or owner and the RA. To a limited extent, CPCA can represent a group of residents having common problems concerning their Cabots Point property.

Each member, resident, guest, and tenant is responsible for compliance with the rules and regulations adopted by CPCA.

BOARD OF DIRECTORS, OFFICERS, AND COMMITTEES

A five-member Board manages the Cabots Point Cluster Association, and its task is to properly operate and maintain Cluster land and facilities for the enjoyment and benefit of all Cabots Point residents. Officers of the Cabots Point Cluster Association are: President, Vice President, Treasurer, Secretary, and Supervisor of Grounds Maintenance. The offices of President and Vice President of the CPCA must be held by elected Board members. Each Board member serves a three-year term and is elected by the CPCA membership at the annual meeting. Elections are staggered so that one or two Board members are elected each year. The Officers of the CPCA are elected annually by the newly constituted Board at its first meeting, immediately following the annual membership meeting. If a Board member cannot complete his/her full term, the Board will appoint a resident to fill the vacancy for the unexpired portion of the term.

The Board may create committees and appoint committee members. A Board member usually is present at committee meetings, serving as liaison to the Board; committee chairpersons usually attend Board meetings in a non-voting capacity.

CLUSTER MEETINGS

A meeting of the Cluster membership is held each year in March for the purpose of electing directors, approving the budget, and transacting other business as necessary. Written notice of meetings is provided to members at least fourteen (14) days in advance. A quorum, consisting of at least two-fifths of the total voting membership, is needed to conduct business at the annual meeting. With 40 houses, Cabots Point has a voting membership of 40. A quorum for conducting business is 16, including proxies.

The Board of Directors generally meets monthly to conduct Cluster business. Cluster committee meetings are called by their chairpersons. Committee and Board meetings are open to attendance and participation by Cluster residents and other persons invited to lend their expertise. Provide a Board member your current email in order to receive notices of meetings. Hard copy notices will be given if requested. Contact a Board Member for date, time and location of the next meeting if you do not receive a notice.

CLUSTER DUES

The Cluster's budget covers maintenance of lawns, trees, streets, sidewalks, and the cluster dock, as well as snow removal contracts, trash removal, landscaping, insurance, cluster property taxes and improvements. Each year funds are set aside in a reserve account to cover anticipated

expenses for major repairs such as street repaving and sidewalk repair. Special assessments may be levied for unexpected costs that cannot be absorbed by the annual operating budget or the reserve account.

The CPCA Board proposes the Cluster's budget to the membership at the annual meeting. The Cluster assesses dues at a rate that is the same for each house and is based on the annual budget. The Board may adjust the dues assessment annually to reflect increases or decreases in Cluster operating costs. Note that our fiscal year runs from April 1st through the following March 31st.

Dues are paid in installments, due and payable on the first day of each quarter, i.e., April 1st, July 1st, October 1st, and January 1st. The Association will email or hand deliver notices of assessment on or before the date each installment shall become due. Notices will be sent to the homeowner's residence as reflected in the Association's records unless the homeowner requests that it be sent to a different address. However, failure to receive a bill will not relieve any homeowner of his or her obligation to make timely payment. Any assessment payment not received within thirty (30) days after the due date shall be deemed delinquent. At the time an assessment becomes delinquent, a late charge of twenty-five dollars (\$25) will be added to the account. An additional late charge of fifty dollars (\$50) for each month the assessment remains unpaid will be added until that quarterly assessment is paid (amended 11/6/17 based on By-Law change approved 3/18/17).

If payment, including any additional charges, is not received within sixty (60) days after the due date, the Board of Directors shall mail notice of the delinquency to the owner, which notice shall include (a) the amount of delinquent payment, (b) the late charge, and (c) the total amount remaining unpaid. At this time, the Board may exercise, by notice to the delinquent homeowner, its option to accelerate payment of the remaining installments and the entire amount of the annual assessment shall become due and payable.

If within fifteen (15) days of the mailing of the 60-day notification the account still remains delinquent, a listing of the property in question and the name of the owner shall be turned over to the Association's attorney for collection. A memorandum of lien shall be placed on the property. Costs related to the delinquency and incurred by the Association and reasonable attorney's fees shall be added to the amount of such assessment.

At the time the delinquent account is turned over to the attorney for the Association, the right of the delinquent owner to vote and to serve on the Board of Directors or any committee established by the Board shall be suspended until such delinquent assessments have been paid, unless relief is granted by special resolution of the Board of Directors.

CABOTS POINT RESIDENT DIRECTORY

The CPCA Board distributes an updated Cluster Directory on a regular basis. This directory contains names of household members, phone numbers, and email addresses which are used to distribute notice of meetings, etc. Please advise the Board Secretary of any changes to your listing, including changes in your email address. This directory should be used only to conduct Cluster business and should not be used for commercial purposes.

STANDARDS FOR THE EXTERIOR OF HOMES

Each Cabots Point homeowner is responsible for maintaining the appearance of their home and property. Because Cabots Point consists of patio homes attached to adjacent houses at the garage and deck areas, the exterior appearance of our homes and changes made to them are more noticeable and have more impact than they do with detached homes. For that reason, it is important to adhere to the standards adopted by the Cluster, and it is necessary to follow a formal process in obtaining approval for changes from the Cluster and Reston Association.

GETTING APPROVAL FOR CHANGES TO YOUR HOME'S EXTERIOR

Any planned exterior changes must be submitted to the RA Design Review Board (DRB) for approval. Information on how to complete a DRB application can be found on the Reston Association website at www.reston.org. To help owners plan exterior changes, RA publishes A Guide for Reston Residents for The Planning and Design of Exterior Additions and Alterations Including the Protective Covenants. Copies of this guidebook and the forms for requesting an exterior change are available from RA or on their website.

If you plan an addition or change that may affect your neighbors, discuss your ideas with them. Your immediate neighbors must be informed in writing of any changes you are proposing to RA. Also, you must have the approval of the Cluster Board before submitting an application to the DRB. Any structural additions, changes in stain and paint color, door changes, and addition of patios, decks and fences require DRB approval. Generally, minor landscaping changes to your own property do not require approval unless tree removal is involved or you are making changes that will significantly alter your neighbor's view, drainage, etc. If you are unsure whether your planned changes require DRB approval, inquire at RA.

MATERIALS

Specific materials have been approved by the CPCA and recorded with the Reston Association for use on the exterior of homes at Cabots Point. Any variation from these specifications may be considered a violation of Cluster standards and Reston Association covenants. The CPCA Board has the right to enforce adherence to approved standards, using fines, liens and other penalties.

Please see **Appendix A – F** of this Handbook for approved CPCA exterior standards. This Appendix can and should be given to contractors prior to obtaining bids for work in order to clarify required standards for the exterior of Cabots Point homes. The Appendix also includes installation instructions and suppliers.

CLUSTER COMMON AREAS

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COMMON AREAS

The Cluster's common area consists of the perimeter area and central spaces, including the lakefront, roads, paths, sidewalks, parking areas, open/wooded spaces, and other commonly held facilities. In some cases, the common area also includes land beyond the fencing in the front of homes. These areas in front of our homes are maintained by individual homeowners.

Maintenance and improvement of the common areas are the responsibility of the CPCA Board. The Board annually negotiates a maintenance contract for the Cluster's common areas that includes regular grass mowing (including both private and common lawns), monthly edging, annual seeding, and semi-annual fertilizing. In addition, the contract includes leaf collection in common areas during the fall.

The common area belongs to all of us and should be treated with respect. Some ways to help care for the common areas include cleaning debris and trash around your residence, watering plants on nearby Cluster property when they are dry, keeping common property free of personal outdoor equipment and storing equipment on your own property. Dumping grass cuttings, landscape debris, and excavation materials on common ground or streets is not permitted.

YARDS

All residents, whether an owner or tenant, are responsible for maintaining the yard around each home. Keeping your yard neat helps the entire Cluster look its best.

Dismantled cars, broken furniture, camper tops, and other such items in a yard are unsightly and dangerous. These should be removed and stored in a suitable place.

There is underground wiring & plumbing running all through the Cluster. Before digging holes for planting, fences, or whatever, check where these lines are located. Phone "Miss Utility" at 1-800-257-7777 for information on buried cables.

TREES

Trees on Cluster property are the responsibility of the Cluster Board. Trees can be planted, pruned, or removed only with Board approval. Removing dead trees and shrubs from common grounds is also the Board's responsibility.

The Reston Association has strict guidelines regarding tree removal. Specific approval must be given to remove ANY live tree as detailed in the RA rules listed below. This applies to Cluster as well as private property.

RA rules state that:

-You must obtain DRB approval to remove any live ornamental tree (such as dogwood, holly, cherry, etc.) regardless of size.

-You must obtain DRB approval to remove any other large tree, either deciduous or evergreen (that is, any tree whose trunk measures 4" in diameter or 12 1/2" in circumference when measured four feet above the ground).

-You must obtain DRB approval to alter natural areas left untouched by the builder.

In addition, Cabots Point Cluster Association has the following policy in place regarding tree replacement:

Cabots Point Cluster Association Tree Replacement Policy

Tree Replacement on Personal Property

When homeowners wish to replace a dead tree or add a tree within their own property, there is no need to request approval from the Board or the Grounds Committee. However, if the homeowners would like advice, they may contact any member of the Grounds Committee for suggestions.

Tree Replacement on Cluster Property

When a tree dies that is on Cluster property, the Grounds Committee will determine the appropriate replacement tree or ground treatment for the area subject to approval by the Cabots Point Board of directors.

Homeowner(s) may contact a Grounds Committee member to either 1) request a particular tree or treatment for the area, or 2) request a larger tree for the area. The Committee will make every effort to respond to requests within two weeks. If the request is approved, the homeowner shall agree to pay any additional cost. For example: the Grounds Committee determines that a 3-foot tree located on Cluster property will replace an existing tree that has died. A nearby homeowner requests a larger tree, closer to 6-feet in height. The Grounds Committee approves the request and the homeowner agrees to pay the additional cost for the taller tree.

CLUSTER CLEAN-UPS

The Board will schedule Cluster clean-ups when needed, usually once or twice a year. On these days, Cluster residents plant new trees and shrubs, spread mulch, clean wooded areas and perform other maintenance and improvement tasks needed in the common areas. At least one member from each household is encouraged to help. This work is in addition to contracted lawn maintenance and is necessary to keep Cabots Point attractive. Please help keep the Cluster beautiful by doing your share in Cluster clean-ups.

PARKING

Parking spaces on Cluster property are limited in number. They are intended primarily for visitor parking and for families with more than two cars. Each home's garage has parking for two cars and should be utilized before residents park any cars in visitor parking or on Cluster roadways.

Residents must park on their own tier. Boats, trailers, recreational vehicles, and mobile homes cannot be permanently parked within Cabots Point. RA has storage facilities for such vehicles. Long term parking of inoperable or detached portions of vehicles is not permitted on Cluster property. Any car parked on the street, in parking areas, or in front of parking areas without a current state license plate, inspection sticker, or county registration will be considered abandoned after two weeks. The police will be notified and the vehicle will be towed at the owner's expense.

Do not park in front of mailboxes or near fire hydrants. Do not park on garage aprons if the apron cannot accommodate the full length of the car. On Tier 4, (by the lake), parking is not allowed on the lake side of the street on in front of the path leading to the dock. On Tiers 2 and 3, parking is not allowed on the tiers' island-side of the street except in the designated parking lots. Parking in prohibited areas may result in your vehicle being towed.

Parking on any Cluster street where it will impede access to homeowner's garages is prohibited throughout the Cluster. The parking of commercial vehicles is prohibited.

THE LAKEFRONT PLAN

In December, 2006 Cabots Point Cluster Association obtained approval of the Reston Association's Design Review Board for a comprehensive Lakefront Plan. The purposes of the plan include beautification of common area owned by Cabots Point Cluster Association along Lake Audubon, erosion control at the edge of the lake as well as the hillside nearby, improved access and use of the lake for all homeowners in the cluster, and an effort to reduce the goose population at the lake. The plan consists of four elements: biologs and shoreline plantings, hillside plantings, an expanded common dock which can accommodate kayaks and canoes, and individual boat mooring structures to prevent erosion caused by pontoon boats and barges.

BIOLOGS AND LAKESHORE PLANTINGS

Biologs and lakeshore plantings are being used by Cabots Point at our Lake Audubon shoreline to encourage the growth of aquatic plantings that will provide aesthetics as well as protection from erosion. Biologs are cylindrical matts of nutritive material containing aquatic plants which are attached to the bottom of shallow lake areas. For several years, as the biolog plantings are maturing, they are protected by fencing.

HILLSIDE PLANTINGS

When the Lakefront Plan was approved, the cluster put in place a process whereby homeowners who live adjacent to common space on the lake can plant in the common space if they wish. The plantings must be consistent with a landscape design developed professionally for the cluster.

To insure that the approved design is followed, any individual homeowner who wishes to put in

plantings must submit his plan to the cluster Board. Approval by the Board, in conjunction with the Grounds Committee, is needed prior to initiation of planting. Requests for variations from the landscape plan will be reviewed by the Board and Grounds Committee.

BOAT MOORING STRUCTURES

All property along Lake Audubon in Cabots Point is owned by CPCA as common land. The use of Cluster common property on the Lake to launch, moor or temporarily store watercraft is a privilege to be enjoyed by all Cluster residents. Management of this property rests with the CPCA Board. Residents must obtain permission from the CPCA Board for both mooring and temporary storage of watercraft, including location of boats in and out of the water. The CPCA Board will approve only one pontoon boat or barge per home. In addition, RA has placed limits on the number of permanently moored watercraft on Reston's lakes. The RA rule limits boat mooring to 50% of the lakefront. Cabots Point's lakefront has room for no more than 28 boats. If the number of mooring requests ever begins to approach the number of mooring sites available, the CPCA Board will establish a lottery to determine which requests will be accepted. In addition, because RA has placed limits on the number of permanently moored watercraft, any and all permanently moored watercraft must be registered with the RA.

Mooring structures for pontoon boats and barges will be required as part of the Lakefront Plan in order to prevent both erosion and damage to lakeshore plantings. The design of the mooring structure has been approved by the CPCA Board and by RA's Design Review Board. The design may be found in the Appendix to this Handbook.

When a resident requests the approval of the CPCA Board to moor a boat at a particular site on the lakefront, the Board may approve that request but only conditionally, pending construction of the required mooring structure. If the Board grants its approval, the resident will have 90 days from the date of approval to construct a mooring structure. If the resident fails to do so, the approval will lapse, subject to any extension granted by the Board. The structure will be built and maintained at the user's expense, though the structure will be owned by CPCA. The mooring site and structure may be used by the resident for as long as the resident maintains a boat on the CPCA lakefront.

If a resident sells his boat to another resident, that other resident may continue to moor that boat at that site, as long as other sites are available for the mooring of other residents' boats, subject to approval by the Board. If no other mooring sites are available and more than one resident requests Board approval to moor a boat at that site, the Board will establish a lottery to determine which mooring request will be accepted.

If a resident removes his boat permanently from the CPCA lakefront, the site will become available for use by another resident, subject to approval by the Board. If more than one resident requests Board approval to moor a boat at an available site, the Board will establish a lottery to determine which mooring request will be accepted.

If a mooring site and existing mooring structure becomes available for another resident, that resident will pay a transfer/user fee equivalent to the fair market value of building a new mooring, to be determined by the Board at that time, to the Cabots Point Cluster for use of that mooring structure before the Board will grant mooring approval. If a mooring site and existing mooring structure remains available, the initial determined transfer/user fee will be reduced by \$50 every month after the original notice is sent to the cluster.

During the winter season, watercraft (except for watercraft stored on the cluster boat rack or pontoon boats and barges moored at individual docks) should be removed from Cluster property and Lake Audubon. Watercraft should be stored out of sight under decks or in garages.

Residents wishing to store canoes or kayaks on the Cluster Rack will pay a \$25 annual fee and will provide the Board with a description of the watercraft.

Docks should be used during daylight hours only.

The CPCA will not be held liable for any watercraft moored or stored by the lake.

CLUSTER DOCK

The cluster dock is for the use of all Cabots Point residents and guests. Permission to store small boats, such as canoes and kayaks, at the dock must be obtained from the Cluster Board.

SERVICES

TRASH COLLECTION

Cluster dues covers trash collection of normal sized items. The trash is collected on Mondays and Thursdays. Trash containers should be placed curbside by 6:00 A.M. to ensure pick-up. Please use covered trash barrels for this purpose and do not put containers out prior to the evening before pick-up. Secure the trash so that it does not blow around the neighborhood. Hazardous waste, including paint, flammables, batteries, etc., should not be discarded in regular refuse. During the summer months, lawn clippings and trimmings are picked up with the normal

trash pickup.

In addition to normal trash collection, recycling pick-up occurs every Thursday, including glass, newspapers, mixed paper and cardboard, and plastic (#1 and #2 only). Please use the recycling containers provided by the company who contracts with Cabots Point for collection services.

Arrangements for the collection and disposal of large items are the responsibility of individual homeowners, at their own expense, and should be scheduled with our trash removal service. If needed, arrangements will be made by the Board to have periodic bulk trash removal, which will be announced in advance.

SNOW REMOVAL

The CPCA Board negotiates a snow removal contract annually for the Cluster. A minimum two-inch accumulation is necessary before snow is removed from the streets. When snowstorms are predicted, vehicles should be relocated from street parking to permit access for snow clearing operations.

PROTECTING CHILDREN, HOME, AND NEIGHBORHOOD

TOT LOT

The Tot Lot to the right of the Cabots Point entrance is maintained by RA. It is a popular playground for neighborhood children. Drivers are encouraged to be alert for children and to enter streets slowly and cautiously.

WATER LINES

Water lines to outside water faucets should be drained in the winter to prevent freezing and bursting. The cut-off valve for the rear faucet is above the plastic sink in the utility room, near the ceiling and the wall. The garage cut-off is in the crawl space directly behind the faucet. To properly drain water lines, locate and turn off the cut-off valves inside, open the outside faucets, then vent the line by turning the small air vent next to the cut-off valve. Some of the original outside faucets have a backflow prevention ring -- turn and raise the ring. Failure to drain water

lines properly can cause costly damage due to broken water pipes. When turning on the outside lines in the spring, this process should be reversed. Be sure to check for any leakage that would indicate a broken pipe.

The main shut-off valve for water to your home is located in front of your house and has a round cast metal cover with a hold-down bolt. You should locate the main shutoff valve (marked with blue paint) and keep it clear of snow and ice because access to it is important in case of a major water line break. If you cannot find it, call the Water Department. The main shut-off valve requires a specific type of wrench to turn it off. Several Cabots Point residents have made these available to the cluster. You should check with a neighbor or Board member to learn where they are located.

PETS

Fairfax County ordinance requires that any dog not on private property must be restrained on a leash by a responsible person. The county animal Warden is empowered to impound and transport loose dogs to the animal shelter where they are kept for a minimum of five days before being put up for adoption or destroyed. An impounded dog can be redeemed by its owner upon presenting proof of a license and rabies certificate and payment of a fine and a daily boarding fee. Other legal action may be taken against the dog's owner as well.

Dog owners must pick up and properly dispose of their pet's droppings. Cats should be trained to use a litter box in your house rather than neighbor's yards. When walking your dog, please keep it away from private homes and children's play areas.

For reporting stray or strangely behaving animals, call Fairfax County Animal Control at (703) 830-1100.

SECURITY

Brochures on security for domestic dwellings are distributed by Fairfax County Police and are available from the Reston substation. If a majority of residents approve and are willing to participate, the Cluster can institute a Neighborhood Watch. Notify the police immediately of any suspicious individuals or activities. Call 911 for emergencies.

Residents are encouraged to leave their front and rear lights on during the hours of darkness. Since we do not have streetlights, this provides some means of deterring trespassers and possible larcenies.

Notify neighbors when you are going away, and ask them to watch your house for any suspicious activity. Additionally, they should collect your mail and newspaper. Many folks swap keys to prevent their own "lock-out" because of lost keys.

FIRE PREVENTION

The smoke detectors installed in Cabots Point are not battery operated and will deactivate during a power outage or an electrical fire. It is recommended that a supplementary battery-operated smoke detector be installed in a strategic location (e.g., hall or stairwell) for backup protection. Smoke detectors should be tested periodically to ensure they are in working order. To prevent malfunction due to dust accumulation, the smoke detector should be cleaned annually by removing the cover and gently vacuuming the interior. For added protection, each house should have a 5 lb. ABC-type fire extinguisher in the kitchen and near each fireplace area.

MOSQUITO CONTROL

Fairfax County health officials are asking residents to be cautious about the potential risk of diseases transmitted by mosquitoes. Residents can help by eliminating places where mosquitoes breed. Health officials encourage residents to remove pools of water around the home, including rain gutters, tarps covering firewood or barbecue grills, toys, pet water bowls, flower pots, bird baths, etc. Discarding or regular emptying water from these potential breeding sites will help reduce the mosquito population.

Appendix A

STANDARDS FOR ROOFING

CABOTS POINT CLUSTER ASSOCIATION

This sheet provides the standards to be followed by anyone doing exterior work at Cabots Point. It should be provided to contractors prior to obtaining cost estimates and proposals in order to insure the use of correct roofing materials as well as proper installation of roofing.

ROOFING MATERIALS:

SHAKES

Description: Certi-Split Label, No.1 GRADE HANDSPLIT-AND-RESAWN, WESTERN RED CEDAR, 24" x ½", CLASS "C" FIRE TREATED (as required by Virginia statute)

PREMIUM GRADE may also be used. Price is estimated about 20% higher.

HIGH HUMIDITY AREAS - Sheathing is required, and therefore permits the underside of the SHAKES to breath and dry, increasing longevity.

NO STAIN OR SEALANT IS TO BE APPLIED TO SHAKE SHINGLES

CEDAR BREATHER: Recommended to provide for Continuous Ventilation .

The standards for installation are found in the CEDAR SHAKE & SHINGLE BUREAU (CSSB), NEW ROOF CONSTRUCTION MANUAL. SPECIFICATION GUIDELINES are found on page 23. CSSB approved Installers have agreed to follow these guidelines to insure proper workmanship for warranty and compliance with The Virginia Construction Code.

This manual can be accessed at www.cedarbureau.org and be read or downloaded.

Notes

1. The Virginia Construction Code requires CLASS "C" FIRE TREATED SHAKES. DO NOT use UNTREATED or PRESERVATIVE TREATED SHAKES, these are Code Violations that will create a fire hazard.
2. Improper material and incorrect installation may invalidate your warranty. Each bundle of shakes is required by code to have an inspection label indicating where the shakes were made, grade and specifications for installation. These labels are returned to the manufacturer for warranty purposes.
3. Each bundle of SHAKES is required by code to have a label indicating CLASS "C" Fire Retardant Treatment. These labels are returned to the treatment plant for warranty purposes.

CSSB approved installers

Cedar Shakes & Shingles, Inc.
Contact: Steve Ritter
7901 Notes Drive
Manassas, VA 20109
Tel: 703-631-2206 (rev. 10/08)
e-mail: info@cedarshakesandshingles.com

Western Cedar Roofing Co.
Contact: Ernest Fore
1010 Unit E Cannons Court1
Woodridge, VA 220191
Tel 703 591-3808
e-mail: wcroofing@comcast.net

Appendix B

STANDARDS FOR SIDING

CABOTS POINT CLUSTER ASSOCIATION

This sheet provides the standards to be followed by anyone doing exterior work at Cabots Point. It should be provided to contractors prior to obtaining cost estimates and proposals to insure the use of correct materials for siding as well as proper installation of siding.

MATERIALS

SIDING

Description: WESTERN RED CEDAR, SELECT KNOTTY or better, KILN DRIED, 1" x 6", TONGUE and GROOVE with "V" May have custom milling for small areas where matching existing siding is critical. In this case use "Channel Rustic" which is not readily available except in custom milling. See details below.

MISCELLANEOUS

ABOVE GARAGE DOOR (Panel): When original plywood needs replacement, use WESTERN RED CEDAR 1" x 6" Tongue and Groove Boards as in siding above.

TRIM BOARDS: WESTERN RED CEDAR, SELECT KNOTTY or better, wood dimensions same as board being replaced.

INSTALLATION

It is recommended that all wood be pre-stained on all surfaces.

Replace the old "FELT" with proper underlay. "TYVEK" Housewrap is recommended.

Use Hot-Dipped Galvanized, Aluminum or Stainless Steel Nails. (Stainless nails are best)

The standards for SIDING and INSTALLATION can be found on the WESTERN RED CEDAR LUMBER ASSOCIATION Web Site, www.wrcla.org. This site has manuals that can be read, downloaded or ordered.

PATCHING EXISTING SIDING

Original siding is Channel Rustic, and is no longer readily available. For patching small areas it may be necessary to have Channel Rustic milled in order to match a pattern. Replacement siding can be milled by American Cedar & Millwork using a sample from the house.

Suggested Suppliers:

AMERICAN CEDAR & MILLWORK
214 Najoles Rd.
Millersville, MD
Tel 1-800-888-9337

DALE LUMBER CO
10 Cardinal Park Dr.
Leesburg, VA
Tel 703-669-9000

TART LUMBER CO
22103 Shaw Rd.
Sterling, VA
Tel 703-450-5880

Appendix C

STANDARDS FOR EXTERIOR STAIN & PAINT

CABOTS POINT CLUSTER ASSOCIATION

This sheet provides the standards to be followed by anyone doing exterior work at Cabots Point. It should be provided to contractors prior to obtaining cost estimates and proposals to insure the use of correct paints and stains as well as their proper application.

MATERIALS

STAIN – Siding, trim boards, fences, wood railings, gates, steps and decks:

There are three approved stains for use:

- **ABR X-100 Natural Seal Wood Preservative, Cedar Tone Gold.**
 - **Type:** Oil based transparent stain.
 - **Available:** This stain can be purchased locally at Virginia Chemical on 2825-D Dorr Ave., Fairfax VA 22031, 703-560-9599.
 - **Best Use:** It is appropriate for newer siding, railing and decks.
 - **History:** Approved in 2010, it was the primary stain used between 2010 and 2015 on resided homes.
 - **Appearance:** It is a light stain and has a reddish tint when applied.
 - **Considerations:** Because this is an oil based stain, it should not be applied over wood previously treated with a water based stain.
 - **Maintenance:** Because it is a clear stain, expect to reapply every 2-3 years.
- **TWP 1530, Natural Tone.**
 - **Type:** Oil-based transparent stain.
 - **Available:** This stain can be purchased online from <http://www.twpstain.com/>.
 - **Best Use:** It is appropriate for newer wood.
 - **History:** Approved in 2016, it is the stain most recently applied to newly resided homes in the cluster.
 - **Appearance:** This stain has very little pigment, and appears very light with almost no tint.
 - **Considerations:** Because this is an oil based stain, it should not be applied over wood previously treated with a water based stain.
 - **Maintenance:** Because it is a clear stain, expect to reapply every 2-3 years.
- **CWF-UV Wood Finish “(For Fences, Decks and Siding)”, Cedar Tone.**
 - **Type:** Oil based transparent stain (water washable).
 - **Available:** This stain can be purchased at our local Home Depot.
 - **Best Use:** It is appropriate for new and old wood.
 - **History:** Approved in 2016 to provide a more forgiving stain for aging and stained wood.
 - **Appearance:** It is a darker stain and will provide better results on older or stained wood (although good prep work is still needed). It is also likely to provide better results on decks and railings.
 - **Considerations:** This stain can be applied over water or older oil based stains. Preparation is especially important if applying over an oil stain.
 - **Maintenance:** Because it has more pigment, it may require less maintenance than the lighter stains.
- **Olympic Semi-Transparent #716 Cedar Natural Tone (Conditional Use)**

- **Conditional Use:** May continue to be used by those residents who have previously re-sided a significant portion of their home and applied this stain to the new wood.
- **Type:** Water based transparent stain (water washable).
- **Available:** This stain can be purchased at Lowes.
- **Best Use:** It is appropriate for homes previously stained with the Olympic stain.
- **History:** Approved in 2008.
- **Appearance:** It is a darker stain with an orange tint.
- **Considerations:** This stain can be applied over water or older oil based stains. Preparation is especially important if applying over an oil stain.
- **Maintenance:** Because it has more pigment, it may require less maintenance than the lighter stains.

NO STAIN IS TO BE APPLIED TO ROOF SHINGLES.

It is important that the following be strictly followed: (Read instructions on the can.)

1. Proper preparation requires that the **wood be clean and dry** when stain is applied to avoid blackening and mold. Pressure washing is not recommended as it is harsh on cedar, and may drive mold into the wood. Instead, siding should be scrubbed with a cleaner containing sodium percarbonate powder.
2. It is recommended that wood be **prestained** on all surfaces before installation.

For more detailed surface preparation and application instructions, please refer to the manufacture's production specification guide, available at <http://www.abrp.com/pdf-files/spec/WOOD%20PRESERVE%20SPEC.pdf>

PAINT - Garage Door: **Martin Senour Great life Exterior Latex Flat House Paint, Neutral Base, Color African Impala #307-1.** Available at Brown's Hardware, 100 W Broad St, Falls Church

- Wrought Iron Railings: **RUST-OLEUM, Black, Flat Protective Enamel**
(Home Depot)

- Gutters and Downspouts: **Amerimax, Brown, Gutter Touch-up Paint** (Home Depot)

Appendix D

STANDARDS FOR GATES, FENCES, DECKS & STAIRS

CABOTS POINT CLUSTER ASSOCIATION

This sheet provides the standards to be followed by anyone doing exterior work at Cabots Point. It should be provided to contractors prior to obtaining cost estimates and proposals to insure the use of correct materials as well as proper installation of materials.

MATERIALS

GATES & FENCES (including boards, posts and rails)

WESTERN RED CEDAR, SELECT KNOTTY or better, Kiln Dried, 2" x 2", 2" x 6" and 4" x 6"

DECKS & STAIRS

WESTERN RED CEDAR 2" x 6" or PINE (pressure treated) 2" x 6"

Decking may be constructed using composite material. Acceptable manufacturers and colors are:

ChoiceDek, color Woodtone (available at Lowe's)

Evolve by Renew, color Cedar (available at Smoot Lumber, Alexandria)

If composite is used, each property must choose the closest match to the existing color of their siding and the railings match the cluster standard, black metal railings. (Amended as to Decking on 4/19/10, based on Reston DRB Approval granted 4/6/10)

Suggested suppliers:

AMERICAN CEDAR & MILLWORK
214 Najoles Rd.
Millersville, MD

Tel: 1-800-888-9337

DALE LUMBER CO
10 Cardinal Park Dr.
Leesburg, VA

Tel: 703-669-9000

TART LUMBER CO
22103 Shaw Rd.
Sterling, VA

Tel: 703-450-5880

Appendix E

STANDARDS FOR OUTDOOR LIGHTING

Cabots Point Cluster Association

- The only replacement exterior lighting fixture approved by CPCA and Reston Association is **Idaho Wood S247**, wall-mounted, Smooth Sanded Cedar.
- There is to be no knob on the cap of the fixture.
- All lights on the same elevation must be replaced at the same time.
- Once lights on one elevation have been replaced, all other elevations must be replaced within 12 months.
- Contact information:

Idaho Wood Industries, Inc.
PO Box 488
3425 McGhee Road
Sandport ID 83864

(800) 635-1100

www.idahowood.com

Appendix F

STANDARDS FOR GARAGE DOORS

Cabots Point Cluster Association

Garage doors may use 4 flush wood-composite panels as originally installed **OR** they may be 4 flush steel panels using the Stratford model , manufactured by Amarr (www.amarr.com), either style 1000/2000/3000. The approved paint is shown in the section on paints and stains.

Appendix G

STANDARDS FOR MOORING STRUCTURES (MINI-DOCKS)

Cabots Point Cluster Association

(Approved by Reston Association Design Review Board on May 13, 2008)

Approved cluster standard for mini-docks (6' x 4') in Cabots Point Cluster to include:

1. Two 6" x 6" pressure-treated pine anchor posts set in concrete, approximately 2'-3' in from waterline.
2. One 24" x 48" x 16" float bolted to the bottom of the dock

with the following stipulations:

1. that the sides of the dock be stabilized with seed, straw or natural stone;
2. that the area underneath the dock be stabilized with seed, straw or natural stone as needed;
3. that the anchor posts extend no more than 6" above grade; and
4. that there be no more than 28 docks installed on the shoreline.

The DRB also noted that CCA pressure-treated wood, paints, stains, sealants and other wood treatments are extremely toxic to aquatic organisms and their use is strongly discouraged. RA recommends the use of non-toxic materials for waterfront construction.

The RA's Design Review Board encouraged the Cluster to develop and implement a Master Plan for mini-dock placement that is consistent with the approved landscaping Master Plan, providing dock locations for both lake front and non-lake front property owners. That Master Plan is as follows:



These are suggested possible locations, subject to consideration of terrain, plantings, and shifting shoreline and subject to Board approval.

Appendix H

**STANDARDS FOR
TV ANTENNAS, SOLAR PANELS, AND
ROOF VENTS**

Cabots Point Cluster Association

Residents may install a satellite dish, a TV broadcast antenna, or a wireless service antenna, measuring one meter or less, on the resident's property without Cabots Point Board prior approval. An antenna installed after January 1, 2014 should not be visible from the street unless necessary to receive an acceptable quality signal. The antenna should be on the back half of the house or roof or in another similarly inconspicuous location. Any antenna that is no longer in use should be removed.

Residents may install solar panels after obtaining Board approval. The solar panels will be installed on the back half of the roof and not visible from the street unless necessary to achieve effective energy collection.

Residents may install a roof vent, in addition to the vents installed by the builder, only on the back half of the roof. The vent shall not be visible from the street.

Change Log

Page 15 changes made to Appendix A, phone number for Cedar Shakes and Shingles, in October 2008
Page 17--change made to Appendix C, regarding the appropriate stain, October 2008
Page 11—changes made regarding storage of water craft on cluster property, March 2009
Page 11—change made instituting fee for use of Kayak rack, July 2009
Page 12—change made to update the day of recycles pick up
Page 10—changes made regarding parking
Page 6—change made regarding late fees (4/19/10)
Page 18—change made regarding materials acceptable for decking (4/19/10)
Page 2 – change made update board members (8/24/10)
Page 5 – change made changing “mail” to “email” (8/24/10)
Page 10 – change made adding “in front of parking areas” (8/24/10)
Page 17 – change made to siding stain standard (8/24/10)
Page 11&12 – change made to boat mooring and mooring structure language (7/13/11)
Page 22 – added Appendix G, standards for mooring structures (mini-docks) (7/13/11)
Page 24 – added Appendix H, standards for TV antennas, solar panels, and roof vents (2/6/14)
Page 12 – changed day of recycling pickup from Monday to Thursday (2/8/14)
Page 12 – changed made adding \$50 / month reduction of transfer fee for mooring structures (mini-docks) (4/9/15)
Page 18&19 – update approved stains, adding TWP and CWF options (5/28/16)
Page 6—change made regarding late fees (11/6/17)