

**\*Appendix 02/Resolutions and Policies  
Brickshire Community Association**

**BRICKSHIRE COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS**  
**RESOLUTION**

**WHEREAS**, the Declaration of Covenants, Conditions and Restrictions for the Brickshire Community Association in Article III, Section 10.2 states "the Board from time to time, without consent of the Members, promulgate, modify, or delete rules and regulations applicable to the properties."

**WHEREAS**, the Board of Directors shall have the power to adopt general rules relating to the use of property such as use of common areas; and

**WHEREAS**, the Board of Directors wishes to ensure the safety and welfare of its residents in all common areas in the community; and

**NOW, THEREFORE, BE IT RESOLVED THAT**, "No Soliciting" be allowed within the boundaries of the Brickshire Community Association.

**ADOPTED AND APPROVED ON THIS** 30 **DAY OF** March, 2007.

**President, Board of Directors** \_\_\_\_\_



**BRICKSHIRE COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS**  
**RESOLUTION IV**

**WHEREAS**, the Declaration of Covenants, Conditions and Restrictions for the Brickshire Community Association in Article III, Section 10.2 states "the Board from time to time, without consent of the Members, promulgate, modify, or delete rules and regulations applicable to the properties."

**WHEREAS**, the Board of Directors shall have the power to adopt general rules relating to the use of property such as use of common areas; and

**WHEREAS**, the Board of Directors wishes to ensure the safety and welfare of its resident all common areas in the community; and

**NOW, THEREFORE, BE IT RESOLVED THAT,**

The tot-lot, multi-purpose court, playing field and tennis courts will be closed to community members and their guests at 6:30 PM from November 1 to March 31. The above listed facilities will remain open to all community members and their guests from April 1 to October 31 till 9:00 P.M.

The Community swimming pool will be opened to community members and their guests from 7:00 AM to 8:00 PM.

The New Kent County Sheriff's Department shall have the right to patrol all common areas of the Brickshire Community Association and its property.

ADOPTED AND APPROVED ON THE 14 DAY OF August, 2007

President, Board of Directors

Mals Mofun



**RESOLUTION 2012  
OF  
THE BOARD OF DIRECTORS  
OF  
Brickshire Community Association, Inc.**

**(Policy for Records Inspection and Cost Schedule)**

**WHEREAS**, all Owners of Lots in Brickshire are Members of Brickshire Community Association, Inc. (Owners and Members collectively referred to in this Resolution as "Members"); and

**WHEREAS**, the Association and all Members are subject to the provisions of Virginia's Property Owners' Association Act and Virginia's Nonstock Corporation Act; and

**WHEREAS**, Section 55-510.B of Virginia's Property Owners' Association Act ("POAA") authorizes Association Members to request examination and copying of books and/or records ("Records Request") kept by or on behalf of the Association, *provided, however*, the request is for a proper purpose related to the Member's membership in the Association, *provided, further*, Records Requests are subject to the limitations and exemptions set forth in the POAA as set forth more fully in this Resolution; and

**WHEREAS**, the Association is authorized to impose and collect a charge to respond to Records Requests; and

**WHEREAS**, effective July 1, 2012, the Association may impose and collect a charge to respond to Records Requests only in accordance with a cost schedule ("Cost Schedule") adopted pursuant to Section 55-510 of the POAA; and

**NOW THEREFORE**, the Board of Directors of Brickshire Community Association, Inc ("Board") does hereby adopt this Resolution in order to adopt the following Records Request procedures and Cost Schedule:

1. Cost Schedule: Pursuant to Section 55-510.D of Virginia's Property Owners' Association Act, the Association shall impose and collect a charge as follows for response to a Member's Records Request, as defined in Section 2 below:

- a. \$ 30.00 per hour, charged by the quarter hour, for the costs of labor to respond to the Member's Records Request;
- b. \$ .10 cents per page, for the cost of black and white copies, and \$ .25 cents per page, for the cost of color copies for the materials required to respond to the Member's Records Request. Copies of documents larger in width and/or length than standard (8 1/2 x 11) copy paper and/or legal-



sized paper shall be charged at a rate that shall be determined by the Association in its discretion, but in no case shall the rate be greater than the actual copying cost thereof.

The cost schedule shall apply equally to all Association Members in good standing, and shall be provided to an Association Member submitting a Records Request at the time the Records Request is made.

2. Records Request Policy:

a. Pursuant to Section 55-510.B of the POAA, and subject to Section 55-510.C of the POAA and Section 3 below, and so long as the request is for a proper purpose related to a Member's membership in the Association, all books and records kept by or on behalf of the Association, shall be available for examination and copying by a Member in good standing or the Member's authorized agent ("Records Request") including but not limited to:

(1) The Association's Membership list and addresses, which shall not be used for purposes of pecuniary gain or commercial solicitation; and

(2) The actual salary of the six highest compensated employees of the Association earning over \$75,000, if any, and aggregate salary information of all other employees of the Association, if any; however, individual salary information shall not be available for examination and copying during the Declarant Control Period, if the Association is still in the Declarant Control Period.

b. The Board of Directors considers an Association Member in "good standing", and therefore eligible to submit and receive a response to, a Records Request, if the Member's financial obligation is current in accordance with the Association's Bylaws and/or Collections Policy.

c. This right of examination shall exist without reference to the duration of membership and may be exercised (i) only during reasonable business hours or at a mutually convenient time and location and (ii) upon five (5) days' written notice reasonably identifying the purpose for the request and the specific books and records of the Association requested.

3. Exemptions: Pursuant to Section 55-510.C of the POAA, books and records kept by or on behalf of the Association may, and hereby shall, be withheld from inspection and copying to the extent that they concern:

a. Personnel matters relating to specific, identified, persons or a person's medical records;

b. Contracts, leases, and other commercial transactions to purchase or provide goods or services, currently in or under negotiation;

c. Pending or probable litigation. "Probable litigation" means those instances where there has been a specific threat of litigation from a party or the legal counsel of a party;

d. Matters involving state or local administrative or other formal proceedings before a government tribunal for enforcement of the association documents or rules and regulations promulgated pursuant to the POAA;

e. Communications with legal counsel that relate to subdivisions a. through d. or that are protected by the attorney-client privilege or the attorney work product doctrine;

f. Disclosure of information in violation of law;

g. Meeting minutes or other confidential records of an executive session of the Board of Directors;

h. Documentation, correspondence or management or board reports compiled for or on behalf of the association or the board by its agents or committees for consideration by the board in executive session; or

i. Individual Unit Owner or member files, other than those of the requesting Lot Owner, including any individual lot owner's or member's files kept by or on behalf of the association.

4. Section 55-510 of Virginia's Property Owners Association Act is attached hereto as Exhibit A to this Resolution.

5. Association Records Request Form: The Association's Records Request Form shall be or shall be similar to the Form attached as Exhibit B to this Resolution.

**IN WITNESS WHEREOF** the Board of Directors of Brickshire Community Association, Inc. has set their hands on this 27<sup>th</sup> day of June, 2012.

Leo Vogel  
Director

[Signature]  
Director

George F. Long  
Director

[Signature]  
Director

[Signature]  
Director



SECTION 55-510.A through D OF  
PROPERTY OWNERS' ASSOCIATION ACT (as of July 1, 2012)

§ 55-510. Access to association records; association meetings; notice.

A. The association shall keep detailed records of receipts and expenditures affecting the operation and administration of the association. All financial books and records shall be kept in accordance with generally accepted accounting practices.

B. Subject to the provisions of subsection C and so long as the request is for a proper purpose related to his membership in the association, all books and records kept by or on behalf of the association, shall be available for examination and copying by a member in good standing or his authorized agent including but not limited to:

1. The association's membership list and addresses, which shall not be used for purposes of pecuniary gain or commercial solicitation; and
2. The actual salary of the six highest compensated employees of the association earning over \$75,000 and aggregate salary information of all other employees of the association; however, individual salary information shall not be available for examination and copying during the declarant control period.

This right of examination shall exist without reference to the duration of membership and may be exercised (i) only during reasonable business hours or at a mutually convenient time and location and (ii) upon five days' written notice reasonably identifying the purpose for the request and the specific books and records of the association requested.

C. Books and records kept by or on behalf of an association may be withheld from inspection and copying to the extent that they concern:

1. Personnel matters relating to specific, identified persons or a person's medical records;
2. Contracts, leases, and other commercial transactions to purchase or provide goods or services, currently in or under negotiation;
3. Pending or probable litigation. Probable litigation means those instances where there has been a specific threat of litigation from a party or the legal counsel of a party;
4. Matters involving state or local administrative or other formal proceedings before a government tribunal for enforcement of the association documents or rules and regulations promulgated pursuant to § 55-513;
5. Communications with legal counsel that relate to subdivisions 1 through 4 or that are protected by the attorney-client privilege or the attorney work product doctrine;
6. Disclosure of information in violation of law;



7. Meeting minutes or other confidential records of an executive session of the board of directors held in accordance with subsection C of § 55-510.1;

8. Documentation, correspondence or management or board reports compiled for or on behalf of the association or the board by its agents or committees for consideration by the board in executive session; or

9. Individual unit owner or member files, other than those of the requesting lot owner, including any individual lot owner's or member's files kept by or on behalf of the association.

D. (Effective July 1, 2012) Prior to providing copies of any books and records to a member in good standing under this section, the association may impose and collect a charge, reflecting the reasonable costs of materials and labor, not to exceed the actual costs thereof. Charges may be imposed only in accordance with a cost schedule adopted by the board of directors in accordance with this subsection. The cost schedule shall (i) specify the charges for materials and labor, (ii) apply equally to all members in good standing, and (iii) be provided to such requesting member at the time the request is made.



Brickshire Community Association, Inc.  
Request for Access to Association Books and Records

Owner's Name: \_\_\_\_\_

Association Address: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

I hereby request the Association provide access to the Association's books and records pursuant to Section 55-510 of Virginia's Property Owners' Act.

1. The books and records that I wish to review are ("Records Request"):

a. \_\_\_\_\_

\_\_\_\_\_

b. \_\_\_\_\_

\_\_\_\_\_

c. \_\_\_\_\_

\_\_\_\_\_

Attach additional requests on separate sheets as necessary.

2. By my/our signature(s) below, I/we certify that my/our request to review the Association's books and records is for a proper purpose related to my/our Association membership, and if my/our request includes a request for an Association membership list and addresses ("Membership List"), the Membership List shall not be used for purposes of commercial gain or solicitation. Specifically, my/our reason(s) for wanting to review the books and records of the Association is as follows:

\_\_\_\_\_

\_\_\_\_\_



3. By my/our signature(s) below, I/we further acknowledge:
- a. I/we have received and accept the Association's Policy for Records Inspections and Cost Schedule;
  - b. My/our Records Request will be made available at such time and place as the Association's policy provides;
  - c. There may be a cost associated with the Association's processing of the Records Request;
  - d. I/we agree to pay any costs associated with the Association's processing of the Records Request, including but not limited to the actual and reasonable costs of materials and labor; and
  - e. I/we may be required to pay for such costs prior to receipt and/or review of the completed Requests Request.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member's Printed Name

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member's Printed Name

=====

This Block for Association Use Only:

Date Records Request Received by Association's Manager: \_\_\_\_\_

Records Request Received By: \_\_\_\_\_

\_\_\_\_\_  
Signature of Association Manager to certify Date Complaint Received:

\_\_\_\_\_  
Printed Name of Association Manager who received Records Request



Date Records Request Completed by Association's Manager: \_\_\_\_\_

Records Request Response Completed By:

\_\_\_\_\_  
Signature of Association Manager to certify Date Records Request Received:

\_\_\_\_\_  
Printed Name of Association Manager who received Records Request

Copies of all documents provided in response to this Records Request are attached.

A List of Documents provided in response to Requests Request:



**The Brickshire Community Association, Inc.**

***Regulatory Resolution No. 15-1  
Assessment Collection Policy***

**WHEREAS** Article 8, Section 8.1 and Section 8.3 of the Declaration of Covenants, Conditions, and Restrictions (“Declaration”) of the Brickshire Community Association (“Association”) creates an assessment obligation for all lot owners and Article IV, Section 8 of the Declaration sets forth remedies for nonpayment of the assessment and empowers the Board to enforce the covenants;

**WHEREAS** Article 8, Section 8.8 of the Declaration, Article 7(b)(i) of the Articles of Incorporation, Paragraph 3.18 of the Bylaws, and Section 55-513.A of the Virginia Property Owners’ Association Act (“Act”) empower the Board of Directors of the Association to fix, levy and establish the methods of collecting assessments;

**WHEREAS** Paragraph 3.19(b) and (i) of the Bylaws imposes a duty on the Board of Directors of the Association to levy and collect assessments from the Owners and to enforce the Declaration;

**WHEREAS** Article 10, Section 10.2 of the Declaration, Paragraph 3.18 of the Bylaws, and Section 55-513.A of the Act grant the Board of Directors of the Association the power to establish rules and regulations for the use of the property and the personal conduct of the members and to establish penalties for their infraction;

**WHEREAS** Article 8, Section 8.1 of the Declaration provides that any assessment not paid by the 15<sup>th</sup> day following the due date shall be delinquent;

**WHEREAS** Article 8, Section 8.8 provides that the Association shall have a lien against the real property to secure payment of delinquent assessments and other charges, and that the Board may foreclose the lien and bring an action at law against delinquent lot owners, and recover reasonable attorneys’ fees and costs;

**WHEREAS** Section 55-515.A. of the Act charges all lot owners and their tenants, guests and invitees with compliance with the Act, the Declaration, By-Laws and Rules and Regulations of the Association, as amended;

**WHEREAS** Section 55-513.B. of the Act and Article 4, Section 4.3 of the Declaration empowers the Board of Directors to suspend a member’s right to use facilities or services offered by the Association and the right to vote for nonpayment of assessments;

**WHEREAS** it is the intent of the Board of Directors to establish rules and regulations regarding the assessment collection policy of the Association for the benefit and protection of the Association's lot owners and residents by establishing procedures which ensure consistency of enforcement.

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT** the Board of Directors adopts the following policy to become effective July 1, 2015.

## **I. Routine Collections**

A. The Association will collect its annual assessments on an annual basis. The annual assessment shall be due in one installment payable on the first day of January. If a lot owner is in default of the annual assessment payment for more than 30 days, the assessment shall be considered delinquent and the right to vote shall be suspended until the account is brought current.

B. All special assessments shall be due and payable on the first day of the next month after delivery to the lot owner of the notice of special assessment ("Due Date") unless otherwise determined by the Board of Directors.

C. All documents, correspondence, and notices relating to assessments or charges shall be mailed or delivered to the address that appears in the records of the Association or to such other address as is designated in writing by an owner.

D. Non-receipt of an invoice shall in no way relieve the owner of the obligation to pay the amount due by the due date.

E. The Board of Directors shall determine the manner of collection for charges assessed pursuant to the Association's Declaration, By-Laws, and resolutions or for rules violations.

## **II. Remedies for Nonpayment of Assessments**

A. If payment of the total assessments or charges due, including special assessments, charges for violations of the Association's governing documents or Rules and Regulations and returned check charges are not received by the managing agent by the thirtieth (30th) day after the due date, the account shall be deemed late. On the 60<sup>th</sup> day following the due date, interest in accordance with Virginia Code § 58.1-3915 (currently 5% per annum) shall be added to the account from the date of delinquency and shall be a part of the continuing lien for assessments as provided for in the Declaration, By-Laws, and the Property Owners' Association Act, until all sums due and owing shall have been paid in full.

B. If a check is returned and an assessment or charge due and owing is not otherwise received in the applicable time period, as provided in Paragraph II.A above, the account shall be deemed late and interest shall be added in addition to a \$25.00 returned check charge or such other amount as the Board shall determine, if applicable.

C. The managing agent shall send a "Late Notice" to lot owners who have not paid assessments or charges, in full, by the thirtieth (30th) day after the due date. The notice shall advise the owners that their right to use the recreational facilities or other services and facilities of the Association may be suspended if their account remains delinquent for more than 60 days and shall offer them the opportunity to have a hearing before the Board to contest that

suspension. The notice shall also warn them that the Board may require payment of the entire remaining balance of the annual assessment, or any special assessment, and then may be referred to legal counsel if it remains more than 60 days delinquent.

D. If an assessment or charge due and owing is not otherwise received within 60 days after it is due, the delinquent lot owner's privilege to use the recreational facilities or other services and facilities of the Association shall be suspended and revoked after an opportunity for a hearing has been provided and until the account is paid in full or a satisfactory payment plan is accepted by the Board.

E. If payment in full, of any assessment or charge, interest and returned check charge, is not received by the managing agent by the 90th day after the due date, the account shall be referred to counsel for the Association and any remaining balance of the annual assessment or any special assessment shall be due and payable immediately. The managing agent or counsel shall mail a demand for payment, notice of the demand for payment of the balance of the annual and/or special assessment for the fiscal year, and a lien-warning letter by certified mail to the lot owner at the address listed on the books of the Association.

F. If payment in full, of the amounts due, is not received by counsel or the managing agent within 10 days after the lien warning letter has been sent by certified mail, a memorandum of lien shall be filed for the balance of the annual assessment and any special assessment. Non-receipt of a notice shall not prevent the Association from filing a lien within the statutory deadline. Reasonable attorneys' fees, interest from the date of delinquency at the rate set forth in Virginia Code § 58.1-3915, and the costs of collection, including, without limitation, the costs of filing and releasing the memorandum of lien, shall be added to the account and the delinquent lot owner shall be liable for all costs, interest, and attorneys' fees pursuant to Article 8, Section 8.8 of the Declaration.

G. If counsel or the managing agent does not receive payment in full, of all amounts due, by the 120th day after a due date, a civil suit for the balance of any annual or special assessment may be filed personally against the delinquent lot owners.

H. If an account remains delinquent after the filing of a lien or civil suit or in lieu thereof, counsel for the Association shall take other appropriate legal action to collect the amounts due, except as provided in Paragraph I. and unless directed otherwise by the Board of Directors of the Association.

I. If a lien remains unpaid, a suit to enforce the lien and foreclose on the lot may be filed within 36 months of the date the lien is recorded, upon authorization from the Board of Directors.

J. If the Association receives from any owner, in any accounting year, two or more returned checks for payment of assessments, the Board may require all future payments to be made by certified check, cashier's check, or money order for the remainder of the fiscal year.

K. All costs incurred by the Association as a result of any violation of the Declaration, By-Laws, Rules and Regulations or Resolutions of the Association by a lot owner, his family, employees, agents, lessees or licensees, shall be specially assessed or charged against the lot owner. Such costs include, without limitation, legal or administrative expenses (regardless of whether suits or liens are filed) resulting from a lot owner's failure to pay charges or assessments when due or from any other default referred to in this paragraph or in the Declaration, By-Laws and rules.

L. The Board may grant a waiver of any provision herein, except filing of memoranda of liens beyond the statutory deadline, upon petition, in writing, by a lot owner alleging a personal hardship. Such relief granted a lot owner shall be appropriately documented to the files with the name of the person or persons representing the Board granting the relief and the conditions of the relief.

M. The Board hereby authorizes the managing agent to waive the imposition of interest on payments received by the managing agent after the thirtieth (30th) day of the month, if, in the judgment of the managing agent, the delinquent lot owner has owned the lot for less than three (3) months at the time of the delinquency and the managing agent determines the delinquency was the result of a misunderstanding of the correct procedures relative to payment of the assessment.

N. Payments received from a lot owner shall be credited in the following order:

1. Charges for attorneys' fees and court costs.
2. All returned check charges or interest accrued, as applicable.
3. All other charges incurred by the Association as a result of any violation by a lot owner, his family, employees, agents, lessees or licensees of the Declaration, Bylaws, Rules and Regulations or Resolutions.
4. The annual assessment and any special assessment of each lot, applied first to the oldest amount due.

O. Once an account is forwarded to the Association's collections attorney for collection, payment shall be made by certified check, money order or cash only and shall be payable only to the Association's collections attorney. Payments on past due accounts shall not be accepted by the Association's Board of Directors, individual Board Members, the Association's management office or the Association's Manager. No past due account shall be deemed current until all costs of collection, including attorney's fees, have been paid in full.

P. In addition, the Board, the individual Board Members and/or the Association's Manager shall not discuss the collection of the account directly with the Owner once the Owner's past due assessment account has been turned over to the Association's collection attorney.

**The Brickshire Community Association, Inc.**  
**Resolution Action Record**

Resolution Type: Regulatory

No. 15-1

Pertaining to: Assessment Collection Policy

Duly adopted at a meeting of the Board of Directors of the Brickshire Community Association, Inc. held June 24, 2015.

Motion by: SUMMERS.

Seconded by: KNIGHT.

VOTE:

		YES	NO	ABSTAIN	ABSENT
Leo Vozel	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kenneth Hislop	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gerald Assessor	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
George Knight	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Summers	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

George F. Knight  
Secretary

June 24, 2015  
Date

Book of Minutes - 2015

Book Resolutions:	Book No.	Page No.
Policy	<input type="text"/>	<input type="text"/>
Regulatory	<input type="text"/>	<input type="text"/>
Special	<input type="text"/>	<input type="text"/>
General	<input type="text"/>	<input type="text"/>

Resolution effective: July 1 2015.

# **The Brickshire Community Association, Inc.**

## ***Regulatory Resolution No. 15-2 Policy on Recording Board Meetings***

**WHEREAS** the Declaration of Covenants, Conditions, and Restrictions (“Declaration”) of the Brickshire Community Association (“Association”), the Articles of Incorporation (“Articles”, and the Bylaws of the Brickshire Community Association (“Bylaws”) are silent with respect to recording meetings of the Board of Directors; and

**WHEREAS** Section 55-510.1.B of the Property Owners Association Act (“Act”) authorizes any Member of the Association to record the open portions of a Board Meeting and allows the Board of Directors or subcommittee or other committee thereof conducting the meeting may adopt rules (i) governing the placement and use of equipment necessary for recording a meeting to prevent interference with the proceedings and (ii) requiring the member recording the meeting to provide notice that the meeting is being recorded.

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT** the Board of Directors adopts the following policy to become effective September 1, 2015.

### **I. Recording Board Meetings**

A. The Board of Directors will record the open portion of each of its meetings in order to create an aide memoir for the preparation of the minutes. The recording may include audio and video of the meeting. The recording will be retained until the approval of the minutes at a subsequent meeting.

B. The recording device will be placed in a location that allows it to record the discussion of the Board without unduly interfering with observation of the meeting.

C. The Chair will announce that the meeting is being recorded when calling the meeting to order.

### **II. Members Recording Board Meetings**

A. Any Member of the Association may record the open portion of each board meeting. The recording may include audio and video of the meeting.

B. The recording device will be placed in a location that allows it to record the discussion of the Board without unduly interfering with observation of the meeting.

C. A Member wishing to record all or some of a board meeting must notify the Chair before the meeting begins so that the Chair can include that fact in the call to order.



### **III. Recording Committee Meetings**

A. Each committee authorized by the governing documents of the Association, or by the Board of Directors, is free to adopt rules regarding recording of meetings that are not inconsistent with this resolution.

**The Brickshire Community Association, Inc.**  
**Resolution Action Record**

Resolution Type: Regulatory

No. 15-2

Pertaining to: Policy on Recording Board Meetings  
 Duly adopted at a meeting of the Board of Directors of the Brickshire Community Association,  
 Inc. held July 22, 2015.

Motion by: ASSESSOR.                      Seconded by: KNIGHT.

VOTE:

		YES	NO	ABSTAIN	ABSENT
Leo Vozel	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kenneth Hislop	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gerald Assessor	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
George Knight	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Summers	Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

George F. Knigdel  
 Secretary

July 22, 2015  
 Date

Book of Minutes - 2015

Book Resolutions:	Book No.	Page No.
Policy	_____	_____
Regulatory	_____	_____
Special	_____	_____
General	_____	_____

Resolution effective: \_\_\_\_\_.

**Brickshire Community Association, Inc.**

**New Construction Notification Policy**

The Brickshire Community Association, Inc. will notify adjacent property owners of new construction when plans are received in the Brickshire Office. Adjacent property is defined as sharing a boundary.

Adopted by the Board of Directors:

January 25, 2017

(Date)

RESOLUTION OF THE BOARD OF DIRECTORS  
BRICKSHIRE COMMUNITY ASSOCIATION, INC.

USE OF BRICKSHIRE COMMUNITY WALKING TRAILS

WHEREAS, pursuant to Section 10.2 of the Declaration of Covenants, Conditions and Restrictions for Brickshire (the "Declaration") "...the Board may from time to time, without consent of the Members, promulgate, modify rules and regulations applicable to the Properties; and Section 3.19 of the Bylaws of the Brickshire Community Association ("Bylaws"), "The duties of the Board shall include, without limitation: (f) making and amending rules in accordance with the Declaration;" and

WHEREAS, pursuant to Section 55-513A of the Code of Virginia, 1950, as amended or replaced, the Board of Directors of the Association ("Board") shall have the power to establish, adopt, and enforce rules and regulations with respect to the common areas and with respect to all such other areas of responsibility assigned to the association by the declaration, except where expressly reserved by the declaration to the members, and

WHEREAS, the Board recognizes the inherent hazardous conditions that may exist on the Brickshire Walking Trails due to but not limited to exposed roots, rocks, forest growth, debris, etc. and

WHEREAS, such hazardous conditions may worsen during inclement weather, and

WHEREAS, the Board, in recognizing the significant expense involved in clearing the Walking Trails of snow and ice, and, in its fiduciary duty to the association desires to limit the liability associated with use of the Walking Trails and, to safeguard its members to the extent reasonably possible:


**NOW THEREFORE**, the Board of Directors of the Brickshire Community Association, Inc. does hereby adopt this Resolution in order to adopt the following procedures with regard to use of the Brickshire Walking Trails:

1. By utilizing the Brickshire Walking Trails, the user acknowledges and accepts the potential hazardous conditions that may exist and does so at his or her own risk.
2. During hazardous weather conditions, the Walking Trails shall be closed. Hazardous weather conditions may include but shall not be limited to ice, snow and freezing temperatures.

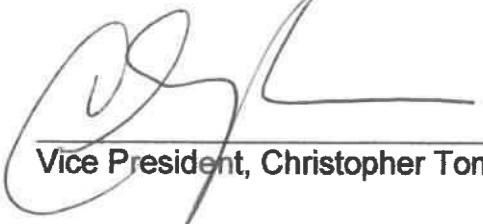
RESOLVED that the officers and directors of the Association are hereby authorized to perform such other and further acts as shall be necessary to carry out the intent of this resolution.



**IN WITNESS WHEREOF**, the Board of Directors of the Brickshire Community Association, Inc. has set their hands on this 27th day of October, 2010.

  
\_\_\_\_\_  
President, Leo Vozel

  
\_\_\_\_\_  
Treasurer, Kevin Powell

  
\_\_\_\_\_  
Vice President, Christopher Tompkins

  
\_\_\_\_\_  
Director, Ken Hislop

  
\_\_\_\_\_  
Secretary, Alan Bomwell





# BRICKSHIRE

*In The Heart Of Historic Virginia*

## **BRICKSHIRE COMMUNITY ASSOCIATION, INC.**

### **Board Policies Covering the General Conduct and Operation of Chartered Committees**

(Revised: January 2024)

The Brickshire community has been conceived and developed as an upscale community with governing documents that define the Brickshire Community Association, Inc. The business of the Association is governed by the Board of Directors (“Board”) under Articles of Incorporation, Article 7; Declaration of Covenants, Conditions, and Restrictions, Sec. 4.4; and By-Laws, Article 3. Section 5.1 of the By-Laws specifically grants the Board authority to “appoint such committees as it deems appropriate to perform such tasks and to serve for such periods as the Board may designate by resolution. No committee appointed by the Board shall be empowered to take any affirmative action without the consent of the Board.”

In keeping with the governing documents, the Board of Directors establishes the following policies as regards the business conduct of chartered committees:

1. The Board shall have sole authority to appoint/approve all committee members. Note that the governing documents advance liability indemnification solely to committee members appointed/approved by the Board and applies solely to Association business. Thus, the Board’s official appointment/approval of committee members provides each volunteer member with liability indemnification in the conduct of their committee functions.
2. The basic policies relating to committees, committee members and committee chairs/co-chairs are as follows:
  - a. Committee size is limited to a maximum of seven (7) voting members unless a waiver of this restriction is requested and approved by the Board. Committees may have up to two (2) alternate members. All members and alternates must reside in the community and be members in good standing of the Brickshire Community Association. If a voting member of the committee is absent, the alternate member selected to vote in his/her stead

- will be named at the beginning of the meeting. The Chair may vote on all motions and is the tiebreaker in the event of a tie vote.
- b. Each member shall be appointed to a 2-year term, beginning on January 1st, with the option to serve additional consecutive terms with approval of the Board. If a committee member's term is up and the Board has not appointed a replacement by January 1, that committee member shall remain on the committee until they are appointed to a new term or a new committee member is appointed.
  - c. Committee members will select a Chair or Co-Chairs who shall conduct periodic meetings of the committee and report to the Board at its regular monthly meeting. Committee members may vote to replace the Co-Chair or Chair. Members with concerns about the committee Chair or Co-Chair are encouraged to share their concerns with the Board Liaison before making a motion for replacement, but this is not required.
  - d. The committee Chair/Co-Chair will be responsible for formally welcoming all new members and recognizing the efforts and contributions of any departing members.
3. Chartered committees shall adhere to the duties and responsibilities as set forth in the applicable committee charter as adopted by Board resolution.
  4. The governing documents limit authority to enter into contracts and/or binding arrangements to the Board of Directors. As such, committees are limited to making recommendations only. All projects requiring the hiring/contracting of a vendor/contractor or a service not included under an existing contract will generally require the submission of bids from three (3) separate vendors/contractors. However, based upon the circumstances for each project, the Board can reduce the requirement to obtaining bids from only two (2) suppliers or a preferred vendor when appropriate.
  5. Regularly scheduled meetings shall be held in a public Association venue to encourage attendance by the general Association membership. Virtual meetings must be requested and approved by the Board in advance and online meeting links must be provided to management one week in advance of an approved virtual meeting. Virtual meeting links must be made available to all owners wishing to participate or observe.
  6. Regularly scheduled meeting dates shall be provided to Management at least ten (10) days in advance of the scheduled meeting and posted on the website Events Calendar at least one (1) week in advance of the meeting date.
  7. The frequency with which committee meetings are held will depend upon the workload of the committee; however, the committee should strive to meet on a monthly basis.

8. Any committee member who misses two (2) consecutive meetings without good cause will be removed from the committee by the Board after consultation with the Committee Chairperson.
9. All committee members serve at the pleasure of the Board and are subject to removal by the Board for any reason.
10. Every attempt shall be made by the committee to schedule evening meetings to encourage committee membership by those property owners not available for daytime meetings and to expand attendance by the general Association membership. To this end, the Board strongly recommends that regular committee meetings convene between 6:00 PM – 7:00 PM on Monday through Thursday evening.
11. Committee meetings will operate by Roberts Rules of Order and the Virginia Property Owners Act (POA), as applicable.
12. Committee meetings will adjourn to Executive Session ONLY when taking up any of the subjects listed in Sec. 55.1-1816 (C) of the POA, which includes contract discussion and consideration; matters involving governing document violation(s) by a specific owner, tenant, etc.; or advice from counsel. All topics proposed for discussion in Executive Session of a committee meeting must be pre-approved by the committee's Board Liaison to ensure their applicability as denoted in Sec. 55.1-1816(C) of the POA. The Board Liaison will also attend all such Executive Sessions.
13. The Committee Chair is responsible for preparing and distributing the committee meeting's agenda and meeting materials to all committee members and Board Liaison, preferably at least one (1) week prior to the committee meeting date.
14. Minutes shall be taken of all committee meetings. Such minutes shall comprise actions taken by the committee, with important discussion points/subjects briefly noted.
15. Minutes are to be posted to the Brickshire community website by Management only upon acceptance and approval by the Board of Directors at its regularly scheduled Board meeting or approval by the committee at their next meeting. Committee Minutes represent part of the official records of the Association for which the Board has sole responsibility and ultimate liability.
16. The Board, at its sole discretion, may appoint a Board representative ("Board Liaison") to liaise with any given committee.

**Brickshire Community Association, Inc.**  
**Board of Directors**  
**Policy Resolution 2024-1**

**WHEREAS**, all Owners of Lots in Brickshire are Members of the Brickshire Community Association, Inc. (Owners and Members collectively referred to in this Resolution as "Members"); and

**WHEREAS**, the Association and all Members are subject to the provisions of Virginia's Property Owners' Act and Virginia's Nonstock Corporation Act; and

**WHEREAS**, The Declaration Of Covenants, Conditions, and Restrictions for the Brickshire Community Association in Article 10, Section 10.2 states, :the Board may, from time to time, without the consent of the Members, promulgate, modify or delete rules and regulations applicable to the property such as use of common areas; and

**WHEREAS**, the Board of Directors wished to ensure the safety and welfare of its members, and safeguard the common areas of the community;

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Brickshire Community Association, Inc. ("Board") does hereby replace Policy Resolution 2014-1, in all regards, with adoption of Policy Resolution 2024-1, pertaining to the private rental of the Owners' Clubhouse located at 11010 Kentland Trail, Providence Forge, VA, 23140.

1. Only Brickshire residents and Members may reserve the Owners' Clubhouse.
2. Member must be current on all homeowners' assessments and must not have any current violations on their property.
3. The following procedure for reserving the Owners' Clubhouse must be observed:
  - a. A completed application (Exhibit A) and refundable security deposit as outline in the Brickshire Community Association Fee Schedule (Exhibit B) must be provided to, and accepted by, the Brickshire Community Association Office in order to confirm your reservation.
  - b. The base rental period shall extend for a period of up to six (6) consecutive hours. For any rental application timeframe extending longer than this base time period, an additional rental fee will be required for each additional hour, or fraction thereof, at the per additional hour fee listed in the Brickshire Community Association Fee Schedule (Exhibit B).
  - c. The total number of guests included in the base rate is 25. Guests in excess of 25 increase the rental rate in accordance with the Brickshire Community Association Fee Schedule (Exhibit B).
  - d. Cancellations must be made in writing at least one week prior to the event in order to receive a security deposit refund.
  - e. The full rental fee in effect at the time of the application must be paid at least one week prior to the scheduled event. If the full rental fee is not received by that time, the reservation will be canceled and the security deposit forfeited. Rental fees should be dropped off or mailed to the Brickshire Community Association Office, or made online through the Owner's account portal. This rental fee is in addition to the security deposit.

- f. A member of the Association or staff may conduct a walkthrough prior to the start of the scheduled event, accompanied by the renter if requested. It is important that any damage existing at the facility is noted by the person renting the facility and confirmed with Association management in writing prior to the scheduled event. This can be done by the renter through email to the Association management with photos attached, prior to the start of the scheduled event.
  - g. Deposit refunds, if applicable, will be returned in the following manner: Deposits paid by check can be picked up in the Association office or renter can request management shred the deposit check. Online deposit payments can be refunded via check mailed to the renter within 10 business days or applied as a credit to the Member's assessment account.
4. There is a midnight curfew on all scheduled activities. The Board may consider exceptions to this curfew on an individual basis.
5. The person reserving the Owner's Clubhouse accepts full responsibility for the facility and the conduct of all guests.
6. The person reserving the facility is responsible for removal of all trash and ensuring that the facility is returned to its original condition. Damages or failure to return the facility to its original condition will result in the forfeiture of the security deposit. If damages exceed the amount of the security deposit, estimates of the cost to repair the damage or to return the facility to its original condition will be reviewed by the Board, and the Member renting the facility will be billed accordingly.
7. Open containers or bags, including ice, shall not be stored in the refrigerator, freezer, or drink coolers beyond the date/time of the event.
8. The Member reserving the facility is responsible for all set up of the area and for returning all furniture and equipment to its original position, to include returning any folding tables and chairs to the storage closet, at the close of their event. No furniture, to include folding chairs and tables, may be removed from the Owners' Clubhouse for any reason.
9. Decorations must not cause damage to the walls, floors, ceiling, or furniture. The use of tape, tacks, glue, nails, velcro strips (Command type), or any other type of adhesive to hang decorations is not permitted under any circumstances.
10. Association owned electronics, screens, or other presentation equipment are not available for use by renters, with the exception of the television and wifi network.
11. Every effort will be made for equipment, appliances, and accessories, to include folding tables/chairs and wifi, to be available and in working order; however, there is no guarantee of availability and/or functionality.
12. All efforts should be made by the renter to limit any activity that may cause a disturbance to nearby homes, to include loud music (live or recorded) or boisterous conduct on the deck or surrounding outdoor areas. Activities of this nature after 10pm are expressly prohibited.

13. The Brickshire Board of Directors may deny the use of the Owners' Clubhouse and other community facilities at its discretion.

**IN WITNESS WHEREOF** the Board of Directors of the Brickshire Community Association, Inc. have set their hands on this 27 day of February, 2024.



Deborah Richards, President



Judy Schwartz, Vice President



Brian Keena, Treasurer

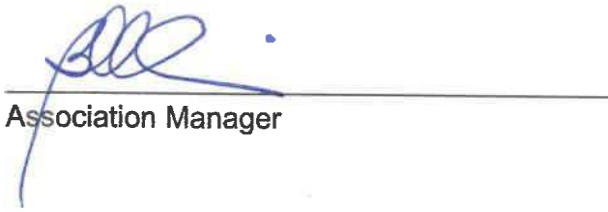


Kathy Douglas, Secretary



Bob Beardsley, Director

I hereby affirm that Policy Resolution 2024-1 was distributed to all Brickshire Community Association members on 1<sup>st</sup> day of March, 2024.



Association Manager

3-1-24  
Date

**BRICKSHIRE COMMUNITY ASSOCIATION, INC.**

**Association Complaint Procedures, Revised March 26, 2024**

**Policy Resolution 2024-2**

**WHEREAS**, the Code of Virginia, 1950, as amended (the “Virginia Code”), was amended by statute effective July 1, 2008, to create a Common Interest Community Board (“CIC Board”) and the Office of the Common Interest Ombudsman (“CICO”); and

**WHEREAS**, Section 55-530.E states the CIC Board “shall establish by regulation a requirement that each association shall establish reasonable procedures for the resolution of written complaints from the members of the association and other citizens”; and

**WHEREAS**, for the benefit and protection of the Association and of its individual Members, and with a goal of reducing and resolving conflicts among and/or between the Association and its Members, the Board of Directors hereby establishes these Association Complaint Procedures to meet the requirements of Sections 55-530.E and F of the Virginia Code and regulations of the Common Interest Community Ombudsman regarding Association Complaint Procedures; and

**WHEREAS**, the Board adopted a Complaint resolution in 2012 and believes it is in the best interests of the Association to update it.

**NOW THEREFORE**, the Board of Directors does hereby replace any previous Association Complaint Procedure resolutions, in all regards, with adoption of Policy Resolution 2024-2, pertaining to Association complaint procedures:

1. Right to Submit Complaint. When any Association Member (“Complainant”) observes or reasonably believes the Board of Directors (“Board”), the Association’s Common Interest Community Manager (“Association Manager”) or any individual Board Member has or is continuing to violate any provision of the Association’s Declaration, Architectural Guidelines, Articles of Incorporation, Bylaws, and/or Rules and Regulations (collectively, “Governing Documents”), the Member shall have the right to complete and submit a Complaint Form.
2. Complaint Form.
  - a. The Complaint shall comport substantially with the Complaint Form attached to this Resolution as Exhibit A, or with any form required by regulation duly promulgated by the CIC Board. The Board reserves the right to update the Complaint Form from time to time without having to redo this entire resolution. Complainants may obtain the current Complaint Form from management. To the extent the

Complainant has knowledge of the law or regulations applicable to the Complaint, the Complainant shall provide that reference, as well as the requested action or resolution.

- b. The Complaint Form shall be submitted to the Association:
  - (i) By U.S. Mail, registered or certified, return receipt requested c/o Association Manager, 11000 Kentland Trail, Providence Forge, VA 23140; or
  - (ii) By hand delivery c/o Association Manager, 11000 Kentland Trail, Providence Forge, VA 23140; *provided, however,* the method of hand delivery must provide a means to prove delivery; or
  - (i) By email to the Association's Manager. The email address of record for the Association's Manager may be found at mybrickshire.com. If sent by email, it is the Complainant's obligation to confirm receipt of the Complaint.
- c. The Association shall provide written acknowledgment of receipt of the Association Complaint to the Complainant within seven (7) days of receipt of the Association Complaint. Such acknowledgment shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the Complainant at the address provided in the Complaint, or by electronic means provided the sender retains sufficient proof of the electronic delivery.

3. Review of the Association Complaint.

- a. The Board and/or the Association Manager shall review any Complaint Form received and shall, if necessary, consult with others to provide as complete a review as possible to arrive at its decision.
- b. The Board and/or the Association Manager may, but shall not be required to, consult with the Complainant who submitted the Complaint Form to understand more fully the substance and/or basis of the Complaint.
- c. In the event the Board or management determines the Complaint is incomplete or contains insufficient information to render a decision, a request for additional information that identifies with specificity the information needed shall be sent to the Complainant at the address provided in the Complaint. Such written request shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the Complainant at the address provided in the

Complaint, or by electronic means if the Complainant has consented to receiving communications regarding the Complaint electronically. The sender shall retain sufficient proof of the electronic delivery. If the Complainant does not provide the additional documentation or information requested within 14 days of the request, the Complaint shall be deemed withdrawn and no further action shall be taken by the Association.

4. Notice of the date, time, and location where the Complaint will be considered shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the Complainant at the address provided or delivered by electronic means, if the Complainant has consented to receiving communications regarding the Complaint electronically. The sender retains sufficient proof of the electronic delivery. Such notice shall be sent at least 10 days in advance of the meeting or hearing.
5. At the meeting or hearing where the Complaint will be considered by the Board, the Board shall have the right to consider and rule on the Complaint without hearing anything additional from the Complainant.
6. Final Determination Letter. The Board shall make best efforts to render a written decision of the Complaint ("Final Determination Letter") to the Member within seven (7) days of the after the Board renders a decision on the Complaint.  
The Final Determination Letter shall:
  - a. Be hand delivered or mailed by registered or certified mail, return receipt requested, to the Complainant at the address provided in the Complaint or by electronic means if the Complainant has consented to receiving communications regarding the Complaint electronically. The sender sha; retain sufficient proof of the electronic delivery.
  - b. Be dated as of the date of issuance and include specific citations to applicable Governing Documents, laws or regulations that led to the Final Determination.
  - c. Include the Registration Number of the Association and the name and License Number of the Association Manager.
  - d. Include the Complainant's right to file a Notice of Final Adverse Decision with the Common Interest Community Board via the Common Interest Community Ombudsman, along with the applicable contact information.
7. Should any Member need assistance in understanding the Member's rights and the processes available to common interest community Members, the

Member may contact Virginia's Office of the Common Interest Community Ombudsman ("CICO") for assistance. The CICO may be reached at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, Virginia 23233. The CICO's current telephone number is (804) 367- 8510. The CICO's current email address is [cic@dpor.virginia.gov](mailto:cic@dpor.virginia.gov).

8. The Complaint Form, all attachments thereto and a copy of the Final Determination Letter shall be retained by the Association for not less than one (1) year after the Board renders a decision on the Complaint.
9. This resolution may be updated administratively to reflect any changes in mailing addresses or other contact information without a formal vote of the Board.

**BRICKSHIRE COMMUNITY ASSOCIATION, INC.  
ASSOCIATION COMPLAINT FORM**

You must use this form to file a complaint. Please complete, sign, and date this form and send it by mail, email, or hand-delivery to the Association's Manager:

Brickshire Community Association, Inc.  
11000 Kentland Trail, Providence Forge, VA 23140  
barcia@evernest.co

Name of Complainant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Mobile) \_\_\_\_\_ (Email) \_\_\_\_\_

Preferred method of communication (select one):     Paper     Electronic

Please describe the nature of your complaint, including relevant times, dates and locations, and the specific provision of state law and/or regulations that you believe has been violated (please attach all documents and communications supporting your complaint - you may use additional pages):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and address of persons who are the subject of complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain what you want the Association to do in response to your complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You must date and sign this form. Anonymous complaints will not be accepted.

Signature: \_\_\_\_\_

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

The Association will maintain a record of your complaint for no less than one year from the date of the Association's final decision.

*To be completed by Association representative only.*

**Received By:** \_\_\_\_\_

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



# BRICKSHIRE

*In The Heart Of Historic Virginia*

## **Brickshire Community Association Policy Resolution 2024-3 Restatement of Current Resolutions**

WHEREAS, Article 4, Section 4.4 of the Declaration of Covenants and Restrictions for Brickshire Community Association Inc. ("Association") assigns the Board of Directors all of the powers for the conduct of the affairs of the Association which are enabled by law or the Governing Documents which are not specifically reserved to Members;

WHEREAS, Article 4, Section 4.4 of the BY-LAWS of the Brickshire Community Association Inc., and the Virginia State Property Owners' Association Act allows the Board of Directors to administrative the operation of the Association through Policy and Administrative Resolutions;

WHEREAS, the Board of Directors finds value in restating these Resolutions from time to time;

THEREFORE, BE IT RESOLVED, that the following Resolutions adopted by the Board of Directors remain in place and in force for all property owners within the Brickshire Community Association and that no resolution preceding Resolution 2024-4 that is not included in this restatement is valid;

RESOLUTION 2007-1, establishes that Brickshire is a no solicitation community. Adopted March 30, 2007;

RESOLUTION IV, establishes that outdoor amenities such as the tot lot, playing field, basketball courts, and tennis courts are available to all owners in good standing and their guests until 6:30PM from November 1 to March 31 and until 9:00PM from April 1 to October 1. Pool opens to community members and their guests from 7AM to 8PM. Authorized New Kent County Sheriff's Office to patrol and enforce. Adopted August 10, 2007;

RESOLUTION 08-1, establishes that the Covenants Committee shall hold due process hearings for violations and that appeals of hearing results shall be heard by the Board of Directors. Adopted January 23, 2008;

RESOLUTION 08-2, establishes that appeals of Architectural Review Board (ARB) shall also be heard by the Board of Directors. Adopted March 26, 2008;

RESOLUTION 2010, establishes that by use of the Brickshire Community Association walking trails, the user understands that hazardous conditions may exist and that the user assumes this risk. It further states that during periods of inclement weather, the walking trails are closed. Adopted October 27, 2010;

RESOLUTION 2012-1, establishes Association's policy for book and records requests by Owners in good standing. Request must be made in writing identifying the purpose for the request (request form is part of Resolution), review of records must be scheduled during normal business hours or mutually agreeable time and location. Charges outlined in the Resolution shall be imposed and collected. Requested documents will be made available upon five (5) days of written request and fee payment. Books and records protected as confidential under the Virginia

Property Owners Act will be withheld. Adopted June 27, 2012;

RESOLUTION 15-2, establishes a policy for recording of Board and/or Committee meetings. The Board may record the open portion of each meeting. Members may record the open portion of any meeting, provided the Chairperson is notified of the intent prior to starting a recording. Recording device must be in a location that does not interfere with conduct or observation of the meeting. Committee may adopt their own rules for recording meetings, but can not be inconsistent with this Resolution or the Virginia Property Owners Act. Adopted July 22, 2015;

RESOLUTION 16-1, establishes the assessment collection policy. Assessments due the first day of January and the first day of July annually. On the 30th day after the due date, account is deemed late. On the 60th day late, interest and late fees shall be assessed as outlined in the Resolution, access to amenities may be suspended, and voting rights shall be revoked. On the 90th day late, the account may be referred to a collection agent and additional legal action may commence, as outlined in the Resolution. Adopted March 23, 2016;

RESOLUTION 2016-2, establishes that the Board of Directors authorizes Management to send gifts of sympathy to Brickshire Owners value of \$100.

RESOLUTION 2017, establishes that the Brickshire Community Association will notify property owners when plans for development on a property sharing a boundary are received by the Brickshire Office. Adopted January 25, 2017;

RESOLUTION 2024, establishes policies for general conduct and operation of Brickshire's chartered committees to include that all committee members are appointed by the Board of Directors, number of members, terms, meeting schedules, and duties. Resolution further states committees make recommendations for action to the Board, but have no decision making authority. Adopted January 24, 2024;

RESOLUTION 2024-1, establishes policies and procedures for use of the Owners Clubhouse, to include that only owners in good standing may rent the space, the rental fees and costs, deposit process, cleaning requirements, use restrictions, etc. Adopted February 27, 2024;

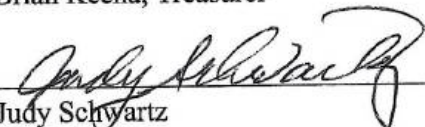
RESOLUTION 2024-2, establishes the process for filing association complaints as required under the Common Community Board (CIC). Resolution includes complaint form, instructions for submitting the form, and outline of the process followed by both the Association and CIC Board.

This Restatement of Policy Resolutions, Resolution 2024-4, was adopted and approved by the Board of Directors of the Brickshire Community Association, Inc. on this 23 day of April, 2024.

  
Deborah Richards, President

absent  
Brian Keena, Treasurer

absent  
Bob Beardsley

  
Judy Schwartz

  
Kathy Douglas

I hereby affirm that Policy Resolution 2024-4 was distributed to all Brickshire Community Association members on the 26 day of April, 2024.

 4-26-04

**Brickshire Community Association, Inc.**  
**Board of Directors**  
**Policy Resolution 2024-4**  
**Updated Rules and Guidelines**

**WHEREAS**, Article 10, Section 10.2 of the Declaration of Covenants, Conditions, and Restrictions provides the Board of Directors with the authority to enact, modify, or delete rules and regulations applicable to the community and Members;

**WHEREAS**, the Board of Directors desires to enact updated Rules and Guidelines,

**NOW THEREFORE BE IT RESOLVED THAT**, the Board of Directors hereby enacts the Rules and Guidelines, April 2024, which replaces in all regards past versions of Rules and Guidelines.

**IN WITNESS WHEREOF** the Board of Directors of the Brickshire Community Association, Inc. have set their hands on this 23 day of April, 2024.

  
\_\_\_\_\_

Deborah Richards, President

absent  
\_\_\_\_\_


Brian Keena, Treasurer

absent  
\_\_\_\_\_

Bob Beardsley, Director

  
\_\_\_\_\_

Judy Schwartz, Vice President

  
\_\_\_\_\_

Kathy Douglas, Secretary

I hereby affirm that Policy Resolution 2024-3 and the Brickshire Rules and Guidelines, April 2024 were distributed to all Brickshire Community Association members on the 26 day of April, 2024.

  
\_\_\_\_\_

Association Manager

4.26.24  
\_\_\_\_\_

Date



# BRICKSHIRE

*In The Heart Of Historic Virginia*

## Policy Resolution 2025-7

**WHEREAS**, Article 10, Section 10.2 of the Declaration of Covenants, Conditions, and Restrictions provides the Board of Directors with the authority to enact, modify, or delete rules and regulations applicable to the community and Members;

**WHEREAS**, the Board of Directors desires to enact updated Rules and Guidelines,

**NOW THEREFORE BE IT RESOLVED THAT**, the Board of Directors hereby enacts the Rules and Guidelines, July 2025, to include rules regarding Common Area use and Homeowner work on Sundays which replaces in all regards past versions of Rules and Guidelines.

**NOW THEREFORE BE IT RESOLVED THAT**, the Board of Directors hereby enacts the Policy Resolution 2025-1, which replaces in all regards Policy Resolution 2024-4.

**IN WITNESS WHEREOF**, the Board of Directors of the Brickshire Community Association, Inc. have set their hands on this 3rd day of July, 2025.

  
\_\_\_\_\_  
John Archer, President


  
\_\_\_\_\_  
Deborah Richards, Vice President

  
\_\_\_\_\_  
Todd Ackerman, Treasurer

  
\_\_\_\_\_  
Judy Schwartz, Secretary

  
\_\_\_\_\_  
Brian Keena, Director

I hereby affirm that Policy Resolution 2025-7 and the Brickshire Rules and Guidelines, June 2025 were distributed to all Brickshire Community Association members via email and posting to the official website of the Association on the 3rd day of July, 2025.

  
\_\_\_\_\_  
Association Manager

7.3.25  
\_\_\_\_\_  
Date