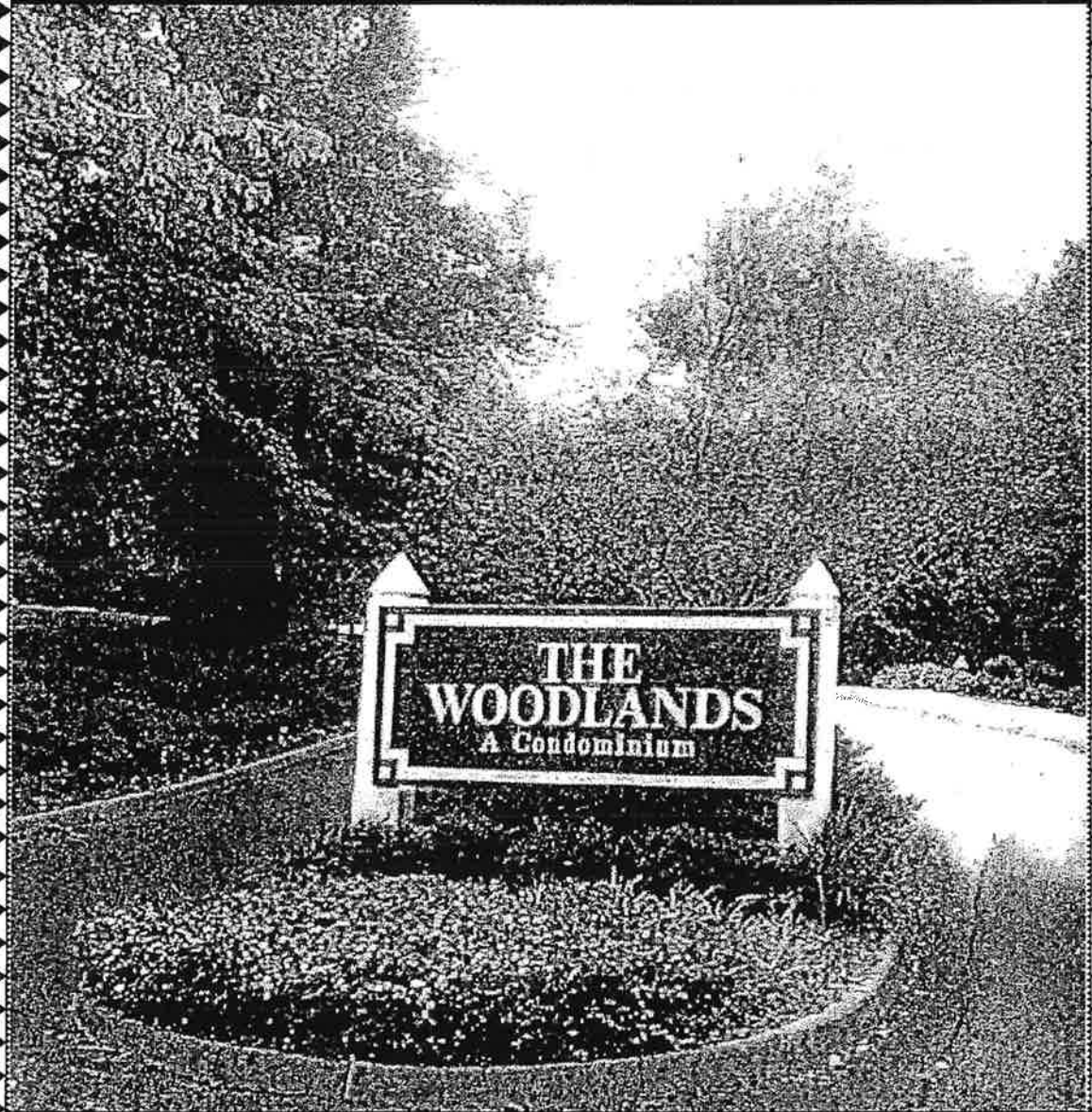


Rules and Regulations
The Woodlands A Condominium Inc.

Order: DSJQJCDS4
Address: 204 Woodmere Dr Unit A
Order Date: 03-13-2021
Document not for resale
Hanna/Wes/Drs

The Woodlands Condominium Handbook



Spring 2011

Order: 030306034
Address: 204 Woodmere Dr Unit A
Order Date: 03-13-2011
Document not for resale
Home Wise Docs

WELCOME TO THE WOODLANDS

Prior to Moving into the Woodlands, Please Review the Following Procedures.

Get your questions answered before you move-in.

The better informed you are the more positive the move.

1. All Owners should have a copy of the current handbook containing the Rules & Regulations of the community as well as a copy of the By-Laws. Owners are responsible for insuring that each lessee renting a unit has a copy of the above on hand at all times. Owners must provide a completed rental information form to the property manager within five (5) days of the move in of any new tenant. See page 15 or details.

2. Prior to your move, you must inform the movers this property is **not** accessible by large trucks, especially tractor/trailers. They will probably have to utilize several small trucks to transfer your goods to your unit. This will help ensure minimal damage to the community.

If your movers damage condominium property, the Board will assess the Unit Owner for reimbursement of repair expenses. See page 5 for details.

3. Rental Cap: Effective August 15, 2005 a rental cap is in place at the Woodlands. Only 15% of the units (seven (7) units) are allowed to be rentals at any given time. See pages 11-14 for details.

4. Pets: One small, orderly domestic pet (dog, cat, or caged birds) is permitted. Dogs must not exceed 25 pounds in weight fully grown. See page 6 for details.

5. Satellite dishes are not allowed as the equipment would have to be placed on common property.

6. The monthly maintenance fee is due from each unit owners on the first day of each month. A late fee will be assessed for payments received and posted after the tenth day of the month. The amount of the maintenance fee, late charge and interest may change as deemed necessary by the Board of Directors. As of the date of this booklet, the maintenance fee is currently \$240.00/unit/month.

Effective October 1, 2004, new residents are assessed a \$200.00 one time, non-refundable move-in-fee (paid for by the unit owner). Checks should be made payable to the Woodlands. See page 7 for details.

All fees and any other charges, assessments, etc. should be paid directly to the property manager at the following address:

The Woodlands, A Condominium
C/o Berkeley Realty Property Management, Inc.
150 Strawberry Plains Road, A-1
Williamsburg, VA 23188-3408
Office 757-229-6810; Fax 757-229-8210

7. Please review the Unit Owners Maintenance Guidelines, Resolution #209-001 effective January 1, 2010 on page 8.

8. Effective October 1, 2010 each unit owner is required to have Insurance on their unit and Limited Common Elements, at his or her own expense. Please refer to the Amendment to Declaration, dated September 1, 2010 (see pages 16 – 22).

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A NOTE ABOUT CONDOMINIUMS

Condominium living differs in several respects from other forms of home ownership. Of special note are the rules of governance, the necessity for a board of directors, and the ownership and control of common property. Our condominium is officially named "The Woodlands, A Condominium", usually referred to more briefly as "The Woodlands". It consists of forty-four privately owned units and the surrounding common elements owned by all.

Like others, our condominium is constituted under the Virginia Condominium Act, which controls all of the condominiums in the state and is the overriding law. The law requires that a declaration must be established and provided to each original and succeeding owner. This declaration defines the condominium and establishes an initial set of By-laws. The By-laws further define an Owners Association and mandates a three (3) person Board of Directors elected each year at the annual Association meeting. The Board cares for the property as a whole and provides a more or less permanent set of rules and regulations for our community. A copy of these rules appears later in this booklet. Also permitted by the by-laws is a covenants committee. That committee is organized by the Board to ensure the visual harmony, repair, and general welfare of The Woodlands.

Another difference is that condominium unit owners own only the inside of their unit – "inside the walls" as it were. Each owner also shares in the common property, the area "outside the walls", including the outside of the building and the surrounding grounds, roadways, and walks. The Board is tasked with maintaining and caring for the common property. To do this, a non-resident property manager is contracted for and employees or sub contractors are hired as needed. The Covenants Committee of residents watches over The Woodlands on our behalf. Key to this concept is that *no resident or owner may alter any portion of the common area without first securing written authorization from the Board of Directors.*

Questions sometimes arise about the concept of "Limited Common Areas". These spaces are parts of the common property that are permanently reserved for the use of specific units to the exclusion of all other units. Their use is subject to reasonable rules and regulations enacted by the Board of Directors. Unit owners do not own these areas and they may not be altered except as described in those rules. They are not included in the owner's property deed and may not be sold or conveyed. Examples are designated (marked) parking spaces, assigned storage bins in Building #1, and the outside porches or decks on Building #2 and Building #8. The Board may from time to time designate additional limited areas.

A final note: please be aware that each owner has a vote and is encouraged to take an active role in the care and governance of our condominium. Boards and By-laws and rules are in place to provide harmony, security, and beauty to our home. Your cooperation and your participation are earnestly and sincerely sought and welcomed. Keeping our Woodlands Condominium a great place to live is a job for all of us.

THE WOODLANDS ASSOCIATION, INC

RULES AND REGULATIONS

(Approved and Adopted January 8, 2008)

INTRODUCTION: This issue of the "Rules and Regulations" supersedes those issues adopted and approved on September 22, 2005 and earlier. It incorporates all amendments and new rule adoptions since that date and is intended as a ready reference for all unit owners and residents of The Woodlands.

1. GENERAL:

All unit owners are automatically members of The Woodlands Association. Records and financial statements of The Association may be inspected during normal office hours by members, lenders, insurers, and first mortgage guarantors having legitimate concerns upon request to the managing agent. The rules and regulations herein have been adopted by the Board of Directors as authorized by the By-laws of The Association and may be rescinded or amended in accordance with the By-laws.

All owners should have copies of this booklet and the By-laws. Owners must ensure that a copy is provided to each lessee renting a unit from them. Owners shall also require a rental form to be filled out and filed with our property manager when a new lessee moves in. A copy of this form appears later in this booklet.

2. RESTRICTIONS ON THE USE OF UNITS:

- a. Units may be used only for residential purposes. Occupants must be owners, lessees, members of their families who are permanent residents, or their guests.
- b. Units may be leased only in their entirety and for a minimum of one (1) year.
- c. Laundry, mattress, clothing, storage boxes, or similar articles may not be hung or stored on the outside of any unit or in the common area. Clotheslines may not be installed in those areas.
- d. Cooking with grills of any kind anywhere on the property including decks is prohibited.

3. VEHICLES AND PARKING

- a. RV's, trailers, recreational campers, boats, and motorcycles may not be parked on condominium property. The word "vehicle" hereunder is defined as passenger automobiles.
- b. Each unit is entitled to one (1) parking space in the area in front of or closest to that unit's building.
- c. A second vehicle may be parked in any unassigned space. If any resident has a third vehicle, or parking space is needed for a guest, otherwise unused space may be used. The Association cannot guarantee parking space for a third vehicle.
- d. Numbered parking spaces have been provided for some of our buildings. All residents should respect these assignments. They must ensure that their guests, workmen, deliverers, etc., do not park in another resident's assigned, numbered parking space. Buildings without numbered spaces may have spaces added upon unanimous agreement of the residents and request to the Board of Directors.
- e. All vehicles parked on condominium property must have current license plates and inspection stickers, and be otherwise in compliance with applicable laws.

f. Since access must be maintained for emergency vehicles and large trash and delivery trucks, parking around the perimeter of the circular drive leading to and from Units #233 and #237 (Buildings 10 and 11) is strictly prohibited.

g. The speed limit of 15 MPH is posted and must be observed by all drivers on Woodlands property, including residents, guests, and drivers of service vehicles.

4. MAINTENANCE AND REPAIR:

a. Except as specified herein, the Owners' Association provides maintenance and repair of all common elements of The Woodlands. Requests, exceptions, and suggestions must be directed to it through the Board of Directors, which has approval authority for such events.

b. New residents and any residents moving out, whether renter or owner, are reminded that the By-laws, in Article 9 Section A, provide that the owner (not the lessee) is responsible for damage to the Woodlands property caused by moving or other delivery trucks. The property manager will recover from owners any reimbursements for damage not covered by our insurance. Owners should be aware that The Woodlands was not built to accommodate large trucks. They are advised to deter such damage by, for example, requiring truckers to use smaller, download trucks to transfer goods to or from our property.

c. Repairs and replacements made necessary due to enhancements, neglect, or misuse of the unit by any owner, lessee, or guest will be carried out and paid for by the owner. If the owner fails to make such repairs, the Board may have such repairs, etc., made and charged to the owner or owners.

d. Unit owners are responsible for maintenance and repair of their unit within the inside walls. This includes windows, entrance doors, storm windows and doors, deck screens, doorknockers and doorknobs, other metal parts of their unit's exterior doors, and any appliances and appurtenances.

e. Items can not be attached to the building exterior or perimeter fences, trees, or any other entity of common property. This is to include ivy and clinging vines, birdhouses, hangers for pots or plants, flags or banners, as well as other decorative items.

f. No structural change may be made to the interior or exterior of any unit without express approval of the Board.

g. Owners are responsible for proper maintenance and repair of limited common areas. They may not make design or structural changes to such areas without specific permission of the Board. Owners of those units that have outside decks may have them screened in. Screening must be installed in a professional manner. Plans must first be approved by the Board of Directors.

5. GARDENING AND GROUNDS:

a. No gardening or other decoration, including stepping stones, brick bordering, stone or gravel walks, or other changes to the appearance of the front or side areas of any building is permitted.

b. Areas behind buildings must be clear of all obstacles to a distance of eight (8) feet. "Obstacles" here includes those items in item an above, as well as patios, ground cover, potted plants or plant holders, etc.

c. Gardening on a limited basis is permitted beyond the eight-foot limit. Plant and flower containers not exceeding ten (10) inches on a side or in diameter and not more than two (2) in number per owner may be kept in the area beyond the eight-foot limit.

d. No planting of trees or bushes is allowed. Any that have been planted on common property automatically become the property and maintenance responsibility of The Woodlands and may not be cut, trimmed, or removed by any individual including the original planter.

6. SIGNS:

a. No signs may be placed in the windows of individual units or on any part of the common area of The Woodlands. Exceptions may be made for temporary signs leading to or in front of a unit having an open house for sale purposes. Such temporary signs may be displayed only during normal business hours, presumably 9AM to 5PM, and while the owner or owner's agent is present on the property.

7. PETS:

a. A limit of one (1) domestic pet per dwelling unit must be adhered to by all. Any such pet must be small (i.e., 25 pounds or less) and generally of orderly behavior. Exotic animals are prohibited. Birdcages containing 2-3 small birds are permitted. Any pet causing or creating a nuisance or disturbance or which is noisy or threatening to others must be permanently removed from the property.

b. Pets are not be permitted on the common areas of The Woodlands unless with an adult and unless either carried or on a leash. Pet owners shall ensure that the common areas are kept clean and free of pet debris.

c. All pets must be licensed or registered and inoculated as required by law.

d. Any pet owner or resident who keeps or maintains a pet on any portion of the property shall be deemed to have indemnified and agreed to hold The Woodlands and each unit owner free and harmless from any loss, claim, or liability of any kind or character whatever arising by reason of keeping or maintaining such pet within The Woodlands.

8. TRASH DISPOSAL AND RECYCLING:

a. All garbage is to be placed in leak proof plastic bags and deposited in the receptacles provided to each unit and located in the gazebo nearest the unit. Receptacles should be kept tightly lidded.

b. Recycling bins are also provided for each unit and guidelines have been distributed. Failure to follow these guidelines could result in loss of this service.

9. STORAGE BINS

a. A limited number of storage bins are located in the basement of Building #1. These bins are designated as Limited Common Areas and are provided as described below.

b. One (1) bin is reserved for each 1st floor dwelling unit.

c. One (1) bin is reserved for the following 2nd floor units: #209C, #209D, #213C, #213D, #217D and, for as long as Lois and David Bryan are residents here, Unit #208C.

d. Certain bins have been reserved for bicycle storage. This use is available by arrangement with the Board on a space available, fee-free basis.

e. Any unit resident may, by arrangement with the Board and payment of a \$10.00 monthly fee, secure the use of any otherwise available bin.

f. Nothing may be stored in the general storeroom area outside the bins.

10. DRYER VENTS

a. Under-maintained dryer vents are a serious fire hazard. Fires can result from lint buildup with the dryer, vent blockage, vent hose kinking, and louver or damper problems.

b. To reduce the chances of a dryer fire in the community, the Board of Directors established a **mandatory** dryer vent cleaning program. Beginning in March 2008, dryer vents will be cleaned every four (4) years by a contractor hired by the Board. The contractor will clean the dryer vents during a specified time as identified in the contract. Because the contractor needs to enter each unit to complete the maintenance, owners will be notified with specific details regarding when and how to schedule an appointment for service through the Woodlands' Property Manager. The Woodland HOA will pay the contractor's fees.

11. FEES:

- a. The monthly maintenance fee is due from each unit's owner on the first day of each month. A late fee is charged for payments not received by the tenth day of the month. The amount of the fee is subject to change by the Board as circumstances may make it necessary. As of the date of these rules, the monthly maintenance fee is \$240.00/unit/month.
- b. New residents are assessed a one-time, non-refundable, move-in fee. The amount is subject to change as necessary, and may be reviewed by the Board. As of the date of these rules, the move-in fee is \$200.00.
- c. All fees and any other charges, assessments, etc., should be paid directly to the property manager at the following address:

The Woodlands HOA
C/o Berkeley Realty Property Management Inc.
150 Strawberry Plains Road, A-1
Williamsburg, Virginia 23188-3408
Office (757) 229-6810; Fax (757)-229-6810
jgagliano@berkeley-realty.com

12. VIOLATIONS:

The Board of Directors shall have the power to assess unit owners for any violation of the condominium instruments or any of these Rules and Regulations by the unit owner, his family members, guests, or other invitees.

- a. The assessment shall not exceed fifty dollars for a single offense or ten dollars per day up to a maximum of ninety (90) days for any offense of a continuing nature.
- b. Before any such assessments are made, unit owners shall be given an opportunity to be heard and represented by counsel before The Board of Directors of the Association. Notice of such hearing shall be made at least fourteen (14) days in advance by registered or certified mail.

The Woodlands Association
Unit Owners Maintenance Guidelines
Resolution #2009-001

WHEREAS, Article 3, Section B of the Bylaws grants the Board of Directors the power from time to time to adopt any rules and regulations ("Rules and Regulations") deemed necessary for the benefit and enjoyment of the Condominium; and

WHEREAS, Article V, Section E (b) establishes the responsibility of the Unit Owner to maintain his Unit and equipment, appliances and appurtenances in good order, condition and repair and in a clean and sanitary condition; and

WHEREAS, Article V, Section 5 (b) states that the Unit Owner shall be responsible for any damages caused by the Unit Owners negligence, misuse or failure to make any of the repairs and replacements to his Unit and its equipment, appliances, and appurtenances; and

WHEREAS, the Board of Directors of the Association have a fiduciary duty and responsibility to set a standard and level of Unit Owner maintenance in the best interest of the community;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of The Woodlands, A Condominium, and Inc. hereby adopts the following guidelines for unit owners. The association requests each owner document the inspections below if needed, in case of loss.

- (1) Water Heaters - should be less than ten (10) years old. In addition, the drip pan should be inspected annually, to make sure it's draining properly.
- (2) Furnace & Air Conditioning Units - owner should obtain the services of a certified Heating & Air Conditioning Company to perform semi-annual maintenance, to include checking that the drip pan drain is flowing freely.
- (3) Washing Machine - hoses (old rubber type) should be inspected annually. It's highly recommended to replace hoses with steel reinforced hoses.
- (4) Dishwashers & Refrigerators - dishwasher gasket and hoses should be checked annually. At the same time it's recommended to inspect the ice maker tubing and valve for possible leaks.
- (5) Dryer Vent System - the association has implemented a program to clean each vent every four (4) years. It's recommended that owners visually check the vents for excessive lint build up annually, and report any problem to the Property Manager.

Resolution #2009-001 is hereby ratified this 10th day of December 2009 by a majority of the Board who voted in favor of the Resolution. This Resolution shall be effective on the 1st day of January, 2010.

Donald Brubaker 12-10-09
President Date

Joseph H. Corticelli
Secretary Date
12/10/09

BEING A GOOD NEIGHBOR

Parking: All of us have a right to have guests in our homes whenever we choose, of course. Usually, there is no parking problem for their vehicles. Still, it is a good practice to ask your guest not to park in numbered spaces or, by buildings where numbered spaces are not used, in spaces where you know neighbors ordinarily park their cars. The area across from Building 1 (Woodmere Drive) is generally available for overflow, as is the wide semicircle of Woodmere Drive outside our sign.

Appliance Use: Major appliances such as washers, dryers, vacuum cleaners, and dishwashers can be disturbing to other units in the same building. It's a good idea to limit their use to daytime hours or as early as possible in the evenings, (between 8:00 AM and 9:00 PM).

Repairs and Installations: You may make any changes to your unit that you wish. Wiring changes, cutting a new doorway through a wall, installing hardwood floors, and building in some home entertainment items, for example, are rights of ownership that we all cherish. Still, there are some extra considerations that you must respect even beyond such things as licensing laws of city and state. Some things you may do can have a harmful impact on the other units. Before you move a wall, and/or your contractor must make sure that it is not a bearing wall supporting the unit upstairs or the roof? Before putting in that nice new floor, will your neighbor downstairs or downstairs or the buildings' roof. Before putting in that nice new floor, will your neighbor downstairs have to listen to every footstep in your unit from now on? So common courtesy may require that you consider some sort of carpeting! **The Board of Directors must approve any major changes to homeowners' units per the By-Laws.**

Outside Appearance: The outside of your unit is a shared concern of all forty-four owners. Basic changes to window construction and outside porch screening (where applicable) are some examples of changes to outside appearance. Our rules prohibit changing external appearance without the concurrence of all of your neighbors. As a practical matter, the Board of Directors acts for the associated owners in such matters; you should discuss your plans with them before making commitments.

Trash and Recyclable Gazebos: These can become a problem (animals, odors, safety, etc.) if we are not all a little bit attentive. Each gazebo contains one trash barrel per unit and five recycling bins. Two of the recycling bins are usually for paper -- newspapers, magazines, etc. The others are for glass bottles, plastic containers (only ones with a 1 or a 2 in the triangle etched on the bottom), food jars, and tin cans. These need not be separated, but should be rinsed out and bottle and jar tops removed.

Your trash barrel is for all non-recyclable trash. Please use those handy plastic grocery bags or regular trash bags in the containers. Non-recyclable items include tops of jars or bottles, bulbs, wire hangars, plastic containers not marked 1 or 2, packing materials such as Styrofoam or bubble wrap, mirrors, pictures, plants and plant containers, scrap wood, small appliances or electrical fixtures, freezer containers, "clam shell" food containers, and other non-recyclable trash.

However, some items should not be in the gazebo at all, but must be otherwise disposed of by you when it becomes necessary. Examples are building materials, such as molding you may want to replace or scrap wood, paint, aerosol bombs, batteries (except flashlight size), pesticides, petroleum products, medical waste, and any illegal substances. Also, of course, yard waste such as leaves or branches (our grounds service takes care of this), and furniture, appliances, and large glass items such as mirrors or pictures. Our city does announce periodic collections of some of these items and may be called for assistance or direction as needed.

SOME HELPFUL SUGGESTIONS

1. Contact information for the Board of Directors, The Covenants Committee and the Property Manager will be updated and circulated from time to time via newsletters. Problems and requests should be directed to these people either personally or by using the work request forms found in the gazebos. These forms are often the best way to handle such problems as leaks, common area repairs, shrubbery concerns, and so forth. ***Our employees are not permitted to accede to requests unless funneled through the Covenants Committee or the Board of Directors.***

2. Know the age and condition of your appliances. Whether your water heater is in a closet in the rear of your unit, or upstairs in the attic in the case of second-floor units, if it fails without notice (any of them may do so sooner or later), damage to your and other units and to the building itself may result. The same is true of input hoses to clothes washers. Have you considered replacing some items before they get too much older?

3. If you are to be away from home, especially for more than a few days, consider turning off some things before leaving. We suggest the input water lines (just close the faucets) to your washing machine and your hot water heater. In the case of this latter, one way is to close the valve (faucet) at the heater, shutting off the water supply. If you do so, you should also turn off the electric power to the heater by turning off the switch in your fuse box. Also consider unplugging major electric items such as TV's and PC's, or at least being sure they are safe. (Please note that these suggestions are for your consideration only. They may not apply to your particular dwelling, as there are some variances among our forty-four units. You need to be aware of how best to care for your own unit.)

4. Your home is your castle, but it still may be a good idea to store a key with a nearby neighbor in case entry is required for some reason. The Board can access your unit in an emergency, but the city fire department may have to be called on to break in if needed, or a commercial locksmith might be summoned if time permitted.

5. Our property manager has suggested that all residences should be covered by owner and/or renter insurance. Consult your insurance agent about homeowner policies, such as an "H06" policy covering liability and interior damage. The Woodlands has a policy covering the common area, of course.

6. There is a Neighborhood Watch Committee at The Woodlands. All residents should, however, be vigilant as well. We have not been troubled by suspicious people on our property, but it is a good idea to differentiate ordinary versus unusual traffic and recognize your neighbor's vehicles, etc.

7. During inclement weather (such as snow) we typically have some advanced warning. The Board of Directors suggests that owners back their cars into their assigned parking areas for easier exit in case you have an emergency.

The landscaper is contracted to plow the streets when directed to by the property manager and/or the Board of Directors. Remember, they only clear the main part of the street so you may have to do a little shoveling. Shovels are provided in each gazebo and can be used as needed, please return them when you're finished.

The contractor is responsible for shoveling each porch and sidewalk as soon as possible. A bucket of salt is provided in each lobby for your use, and extra salt is kept in the storage room.

051848

AMENDMENT TO DECLARATION
THE WOODLANDS, A CONDOMINIUM
CITY OF WILLIAMSBURG, VIRGINIA

This Amendment to the Declaration of Condominium of The Woodlands, a Condominium is made this 23rd day of September, 2005 by THE WOODLANDS ASSOCIATION, INC., a Virginia non-stock corporation (the "Association") whose mailing address is c/o 907 Richmond Road, Williamsburg, VA 23185.

WITNESSETH:

WHEREAS, certain Condominium Instruments establishing The Woodlands, a Condominium in the City of Williamsburg, Virginia were recorded on September 11, 1987 in Deed Book 81, Page 1, *et seq.* in the Office of the Clerk of Circuit Court for the City of Williamsburg and County of James City Virginia, and;

WHEREAS, the Bylaws of The Woodlands Association, Inc. (the "Bylaws") were recorded with the Declaration as Exhibit E, and Article 5, Section H of the Bylaws addresses Restrictions on Use of Units and Rules and Regulations, and specifically subparagraph 6 of Article 5, Section H addresses the rental of any Unit; and

WHEREAS, Article 10, Section A of the Bylaws provide that the Declaration and the Bylaws may be amended by sixty-seven percent (67%) of the Unit Owners, and;

WHEREAS, at a duly called and noticed Special Meeting of the Association held on August 15, 2005, One Hundred percent (100 %) of the members of the Board of Directors of the Association approved a resolution adopting and ratifying the proposed amendment to the Declaration and Bylaws, and;

WHEREAS, at the duly called and noticed Special Meeting of the Association held on August 15, 2005, more than sixty-seven percent (67%) of the Unit Owners approved a resolution adopting and ratifying the proposed amendment to the Declaration;

WHEREAS, pursuant to Article 8, Section B and E of the Bylaws, the Association is required to obtain the consent of Mortgagees who have made a written request to the Association to receive notice when making any material amendment to the Condominium Instruments relative to the leasing of Units;

WHEREAS, no Mortgagees have given such notice to the Association, however, the Association gave notice, by certified mail, to all Mortgagees on August 23, 2005; and

WHEREAS, none of the Mortgagees have registered a negative vote within the 30 day period set forth in Article 8, Section F of the Bylaws and accordingly, the amendment is deemed approved as of September 22, 2005.

NOW THEREFORE, pursuant to and in compliance with the Condominium Act set forth in Section 55-79.71 of the Code of Virginia, 1950, as amended, and the applicable sections of the Declaration and Bylaws of The Woodlands, a Condominium, the Association hereby amends the Declaration and Bylaws of The Woodlands, a Condominium as follows:

Article 5, Section H, subsection (6) of the Bylaws of The Woodlands, a Condominium shall be deleted in its entirety and replaced with the following:

(i) No more than 7 Units shall be leased at any given time. A Unit shall be considered leased if it is occupied solely, on a regular basis by a non-owner or non-owners.

(ii) Unit Owners desiring to lease their Unit shall make application to the Association pursuant to such Rules and Regulations hereafter adopted from time to time by the Board of Directors. The determination concerning the availability of rental Units shall be in the sole discretion of the Board of Directors. All such applications must be accepted or rejected by the Board of Directors within 45 days of their receipt or they shall be deemed to have been accepted.

(iii) This rental restriction shall not apply to the Unit Owners as of the date of recording this Amendment. The restriction shall commence and be applicable upon the sale, conveyance or transfer of a Unit subsequent to recording this Amendment. The initial transfer of a Unit by inheritance to a family member of a Unit Owner as of the date of recording this Amendment shall not be considered a change of ownership.

(iv) No Unit shall be rented for transient or hotel purposes. No Unit shall be rented for an initial period of less than twelve (12) months. No portion of a Unit (other than the entire Unit) shall be leased for any period. No Unit shall be subleased.

(v) No Unit Owner shall lease a Unit other than on written form of lease requiring the lessee to (1) comply with the Condominium Instruments and the Rules and Regulations; and (2) providing that failure to comply shall constitute a default under the lease. The failure of a Unit Owner to use a written lease shall not be determinative of whether the Unit is leased. If the lessee violates the Condominium Instruments or the Rules and Regulations, the Unit Owner shall cause the lessee to vacate the Unit, and in the event the lessee does not vacate the Unit, the Association shall be entitled to undertake action to have the lessee removed from the Unit and shall assess the Unit Owner for any costs and/or attorney's fees expended by the Association in taking such action. Each Unit Owner shall, within 10 days of leasing the Unit, provide a copy of the signed written lease and the Renter's Information Sheet as set forth in the Rules and Regulations, to the Board of Directors and or the management company. Each Unit Owner is responsible for the lessee's compliance with the Condominium Instruments and the Rules and Regulations, as amended from time to time. In the event that the Unit Owner or lessee does not comply with the Condominium Instruments and the Rules and Regulations, the Association shall be entitled to all rights and remedies against the Unit Owner as set forth in the Condominium Instruments, Rules and Regulations or the Virginia Condominium Act.

(vi) The Board of Directors shall have the power to adopt, amend and/or repeal such rules and regulations to administer and enforce the rental requirements.

(vii) The Association shall have the power to limit the number of persons who occupy a Unit as a dwelling. Occupancy of a Unit shall be limited to a maximum of three unrelated individuals.

Except as modified by this Amendment, all of the terms and provisions of the Condominium Instruments of The Woodlands, a Condominium, as amended are hereby expressly ratified and confirmed and shall remain in full force and effect.

IN WITNESS WHEREOF, the Association has caused this Amendment to be executed by Donald Brady, President of The Woodlands Association, Inc. and attested by Marjorie Gorham, the Secretary, who certify that the requisite majority of the members of the Board of Directors and members of the Association agreed to and ratified this Amendment.

THE WOODLANDS ASSOCIATION, INC.

BY: Donald Brady
Donald Brady, President

ATTEST:

Marjorie Gorham
Marjorie Gorham, Secretary

COMMONWEALTH OF VIRGINIA
COUNTY OF JAMES CITY, to wit:

I, Jessica R. Woolridge, a Notary Public in and for the County and State aforesaid, do hereby certify that Donald Brady, President of The Woodlands Association, Inc. and Marjorie Gorham, Secretary whose names are signed to the foregoing Amendment bearing date on the 23rd day of September, 2005, acknowledged the same before me in the aforesaid jurisdiction.

Given under my hand and seal this 23rd day of September, 2005.

My commission expires: 11/30/2009

Jessica R. Woolridge
Notary Public

VIRGINIA: CITY OF WILLIAMSBURG & COUNTY OF JAMES CITY
This document was admitted to record on 28 Sept 05
at 1:08 AM/PM. The taxes imposed by Virginia Code
Section 58.1-801, 58.1-802 & 58.1-814 have been paid.
STATE TAX LOCAL TAX ADDITIONAL TAX

\$ _____ \$ _____ \$ _____
TESTE: BETSY B. WOOLRIDGE, CLERK

BY: Betsy B. Woolridge Clerk

RENTERS INFORMATION SHEET

Acknowledgement of HOA Rules Regulations I/We the undersigned have read and agree to abide by the Woodlands HOA Rules and Regulations.

Signature of Tenant _____ Date _____

Signature of Tenant _____ Date _____

Property Address _____

Property Owner's Name _____

Tenant's Name(s) on Lease _____

List all other individuals who will be living there:

Does Tenant have pets? Yes _____ No _____

If yes, what kind and weight? _____

*Note – the City of Williamsburg requires they be vaccinated and licensed.

Tenant's phone number _____

Occupancy Date _____ Termination Date _____

Individual to Contact in an Emergency:

Name _____ Phone# _____

NOTES

Tax Map Numbers:
See Exhibit "A"

101164

AMENDMENT TO DECLARATION
THE WOODLANDS, A CONDOMINIUM
CITY OF WILLIAMSBURG, VIRGINIA

This Amendment to the Declaration of Condominium of The Woodlands, a Condominium is made this 1st day of September, 2010 by THE WOODLANDS ASSOCIATION, INC., a Virginia non-stock corporation (the "Association") whose mailing address is c/o 150 Strawberry Plains Road, Suite 1-A., Williamsburg, VA 23188.

WITNESSETH:

WHEREAS, the Declaration establishing The Woodlands, a Condominium in the City of Williamsburg, Virginia was recorded on September 11, 1987 in Deed Book 81, Page 1, *et seq.* in the Office of the Clerk of Circuit Court for the City of Williamsburg and County of James City Virginia (the "Declaration"), and;

WHEREAS, the Bylaws of The Woodlands Association, Inc. (the "Bylaws") were recorded with the Declaration as Exhibit E; and

WHEREAS, Article 10, Section A of the Bylaws provide that the Declaration and the Bylaws may be amended by sixty-seven percent (67%) of the Unit Owners, and;

WHEREAS, at a duly called Board of Directors Meeting of the Association held on July 23, 2010, one hundred percent (100%) of the members of the Board of Directors of the Association approved a resolution adopting and ratifying the proposed amendment to the Declaration and Bylaws, and;

WHEREAS, at the duly called and noticed Special Meeting of the Association held on August 24, 2010, more than sixty-seven percent (67%) of the Unit Owners approved a resolution adopting and ratifying the proposed amendment to the Declaration and Bylaws;

WHEREAS, pursuant to Article 8, Section B and E of the Bylaws, the Association is required to obtain the consent of Mortgagees who have made a written request to the Association to receive notice when making any material amendment to the Condominium Instruments relative to insurance for the Condominium;

Prepared by and Return to:
Tartley Robinson PLC ✓
1313 Jamestown Road, Ste. 202
Williamsburg, VA 23185

Page 1 of 7

WHEREAS, no Mortgagees have given such notice to the Association, however, the Association gave notice, by certified mail, to all Mortgagees on July 28, 2010; and

WHEREAS, none of the Mortgagees have registered a negative vote within the 30 day period set forth in Article 8, Section F of the Bylaws and accordingly, the amendment is deemed approved as of August 27, 2010.

NOW THEREFORE, pursuant to and in compliance with the Condominium Act set forth in Section 55-79.71 of the Code of Virginia, 1950, as amended, and the applicable sections of the Declaration and Bylaws of The Woodlands, a Condominium, the Association hereby amends the Condominium Instruments of The Woodlands, a Condominium as follows:

ARTICLE 6. INSURANCE, Section B. Physical Damage Insurance of the Bylaws shall be deleted in its entirety and replaced with the following:

Section B. Physical Damage Insurance.

- (a) The Association, as a common expense, shall obtain and maintain a master casualty policy affording fire and extended coverage in an amount consonant with the full replacement value of all Common Elements within the condominium. The Association shall not provide insurance on the Units or Limited Common Elements, as such are defined in Articles II and IV of the Declaration.
- (b) The Board of Directors shall make every reasonable effort to have such policy also provide the following endorsements (or equivalent):
- (i) "Contingent liability from operation of building laws or codes";
 - (ii) "increased cost of construction" or "condominium replacement cost."
- (c) A certificate of insurance shall be sent by the insurer to any Mortgagee so requesting them at least thirty (30) days prior to expiration of the then current policy. Prior to obtaining any policy of physical damage insurance or any renewal thereof the Board of Directors shall obtain an appraisal from an insurance company, or such other source as the Board of Directors may determine, of the current replacement cost of the Common Elements, without deduction for depreciation, for the purpose of determining the amount of physical damage insurance to be secured pursuant to this Section B. All Mortgagees shall be notified promptly of any event giving rise to a claim under such policy.

ARTICLE 6. INSURANCE. Section E. Separate Insurance of the Bylaws is deleted in its entirety and replaced with the following:

Section E. Separate Insurance.

(a) Insurance Coverage on Unit and Limited Common Elements. Each Unit Owner shall obtain and maintain, at his or her own expense, insurance affording casualty and liability coverage upon his own Unit and Limited Common Elements, as such are described in Articles II and IV of the Declaration. The Association shall be named as an "additional insured." Each Unit Owner shall have the right to obtain, at his or her own expense, for his or her own benefit, insurance coverage upon his or her personal property and for his or her personal liability and living expenses. All such policies shall contain a waiver of subrogation and waive any right to contribution.

Each Unit Owner shall provide a copy of the declaration page for the casualty and liability coverage upon his or her own Unit and Limited Common Elements to the Association on an annual basis within thirty (30) days after the start of the coverage period.

(b) Failure to Maintain Insurance Coverage. In the event that any Unit Owner fails to obtain the casualty and liability coverage upon his or her own Unit and Limited Common Elements, the Unit Owner shall indemnify and hold harmless the Association and any other Unit Owner from any and all damages, losses, claims, suits, insurance deductibles, expenses, expert fees or costs, attorney fees and court costs, incurred by the Association or any other Unit Owner as a result of the particular casualty or liability and the failure of the Unit Owner to maintain the required insurance coverage. Additionally, the Unit Owner's failure to obtain and maintain such coverage shall be considered a covenant violation and the Association may assess charges against the Unit Owner or suspend the Unit Owner's right to use facilities or services pursuant to Va. Code Ann. § 55-79.80:2.

(c) Unit Owner Responsibility for Damages. In the event of a casualty loss caused by one Unit which damages the Common Elements, no claim shall be filed with the master casualty policy insurer until such time as a diligent and good faith effort has been made by the Unit Owner of the damaged Unit to collect compensation from his or her insurance policy; or in lieu thereof, to collect damages from the offending Unit Owner. Upon receipt of evidence satisfactory to the Board of Directors that a diligent effort has been made by the Unit Owner of the damaged Unit to collect his or her insurance compensation or damages, a claim shall be filed with the master casualty policy

insurer and any deductible required to be paid shall be paid by the Association. In the event of a casualty loss caused by one Unit which damages any other Unit in the Condominium, no claim shall be filed with the master casualty policy insurer until such time as a diligent and good faith effort has been made by the Unit Owner of the damaged Unit to collect compensation from his or her insurance policy, or in lieu thereof, to collect damages from the offending Unit Owner. Upon receipt of evidence satisfactory to the Board of Directors that a diligent effort has been made by the Unit Owner of the damaged Unit to collect his or her damages, a claim shall be filed with the master casualty policy insurer and any deductible required to be paid shall be paid by the Association.

If the Unit Owner fails to pay any damages or any deductible within thirty (30) days from the date of notice by the Association, the amount due shall be assessed against the Unit and shall be collected in accordance with Article 5 of the Bylaws and the Virginia Condominiums Act (Va. Code Ann. §55-79.39 et seq.).

(d) Proviso. Notwithstanding the foregoing, each Unit Owner shall continue to have liability as set forth in Article 9, Section A. (a) of the Bylaws.

ARTICLE 7. REPAIR AND RECONSTRUCTION AFTER FIRE OR OTHER CASUALTY.
Section A. When Repair and Reconstruction are Required of the Bylaws shall be deleted in its entirety and replaced with the following:

Section A. Reconstruction and Repair.

If any part of the Common Elements is damaged by casualty, the same shall be reconstructed and restored to its original condition and materials of substantially the same quality and type shall be used, and the architectural style and appearance of the original improvements shall be adhered to. The Board of Directors shall arrange for and supervise the prompt repair and restoration of the Common Elements. In the event of casualty, the Common Elements shall be reconstructed as aforesaid and there shall be no termination of the condominium regime unless the Condominium is terminated as provided in Article 10 of the Bylaws. In the event of any casualty loss, the proceeds from the above-described policies of insurance shall be applied to the cost of repair or reconstruction.

ARTICLE 7. REPAIR AND RECONSTRUCTION AFTER FIRE OR OTHER CASUALTY.
Section B. Procedure for Reconstruction and Repair. (d) Cost Estimates is hereby deleted in its entirety and replaced with the following:

(a) Cost Estimates. Immediately after a fire or other casualty causing damage in excess of Twenty-Five Thousand (\$25,000.00), the Board of Directors, under the direction of the Insurance Trustee shall obtain reliable and detailed estimates of the costs of repairing and restoring the Common Elements to a condition as good as that existing before such casualty. Such costs may also include professional fees and premium for such bonds as the Insurance Trustee determines to be necessary.

ARTICLE 7. REPAIR AND RECONSTRUCTION AFTER FIRE OR OTHER CASUALTY.
Section C. Disbursements of Construction Funds. (c) Common Elements is hereby deleted in its entirety and replaced with the following:

(c) Common Elements. The insurance proceeds from the master casualty policy shall be first used to repair those portions of the Common Elements which enclose and service the Units and then to the cost of repairing the other Common Elements.

Except as modified by this Amendment, all terms and provisions of the Condominium Instruments of The Woodlands, a Condominium, as amended are hereby expressly ratified and confirmed and shall remain in full force and effect. The Amendments contained herein shall be effective October 1, 2010.

THE BALANCE OF THIS PAGE IS INTENTIONALLY BLANK.

IN WITNESS WHEREOF, the Association has caused this Amendment to be executed by Donald Brady, President of The Woodlands Association, Inc. and attested by Marjorie Gorham, the Secretary, who certifies that the requisite majority of the members of the Board of Directors and members of the Association agreed to and ratified this Amendment.

THE WOODLANDS ASSOCIATION, INC.

BY: Donald Brady
Donald Brady, President

ATTEST:
Marjorie Gorham
Marjorie Gorham, Secretary

COMMONWEALTH OF VIRGINIA
COUNTY OF JAMES CITY, to wit:

I, Kimberly G. Lowery, a Notary Public in and for the County and State aforesaid, do hereby certify that Donald Brady, President of The Woodlands Association, Inc. and Marjorie Gorham, Secretary whose names are signed to the foregoing Amendment bearing date on the 2nd day of September, 2010, acknowledged the same before me in the aforesaid jurisdiction.
Given under my hand and seal this 2nd day of September, 2010.

Kimberly G. Lowery
Notary Public

My commission expires:

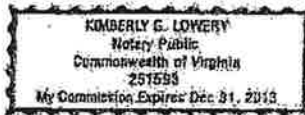


Exhibit "A"

Grantee	Tax Map #	Legal Description
Bornstein, Peter H. & Uphem, Bornstein, Linda	582-05-00-003C	Unit 9C, Woodlands Condos
Brady, L. Donald	582-05-00-010D	Unit 10D, Woodlands Condos
Bryan, Lois A. & David K., Trustees	582-05-00-002C	Unit 2C, Woodlands Condos
CGWP Properties, LLC	582-05-00-007D	Unit 7D, Woodlands Condos
Clem, Elizabeth F.	582-05-00-001B	Unit 1B, Woodlands Condos
Dinsmore, Joan T.	582-05-00-002A	Unit 2A, Woodlands Condos
Donehey, Kanene E. & Molly M.	582-05-00-004C	Unit 4C, Woodlands Condos
Dougherty, Thomas J. III & Angela M.	582-05-00-009B	Unit 9B, Woodlands Condos
Epstep, Thomas M. & Julia G., Trustees	582-05-00-006D	Unit 6D, Woodlands Condos
Eberly, Allen M. & Ruby F.	582-05-00-007B	Unit 7B, Woodlands Condos
Eilen, Harold K. & Joan H.	582-05-00-009A	Unit 9A, Woodlands Condos
Gorham, James R. & Marjorie H.	582-05-00-005A	Unit 5A, Woodlands Condos
Hamilton, Candace A. Trustee	582-05-00-006B	Unit 6B, Woodlands Condos
Hamilton, Louise C. Trustee	582-05-00-003D	Unit 3D, Woodlands Condos
Hardy, Stephen G. & Beatriz B.	582-05-00-008A	Unit 8A, Woodlands Condos
Hill, Jack M. Sr. & Joanne S.	582-05-00-011D	Unit 11D, Woodlands Condos
Holl, John E. & Marjorie L., Trustees	582-05-00-010B	Unit 10B, Woodlands Condos
Hudson, John F. & Betty B.	582-05-00-001D	Unit 1D, Woodlands Condos
Keim, Earl	582-05-00-006C	Unit 6C, Woodlands Condos
Kelly, Ralph & Watkins, Jane M.	582-05-00-010A	Unit 10A, Woodlands Condos
Knoll, Beverly J., Trustee & Oliver, James J. Trustee	582-05-00-011A	Unit 11A, Woodlands Condos
Laughlin, C. Patrick	582-05-00-009C	Unit 9C, Woodlands Condos
Lilly, John L.	582-05-00-006D	Unit 6D, Woodlands Condos
Madsen, Melville A.	582-05-00-004D	Unit 4D, Woodlands Condos
Mohaffey, Luna W.	582-05-00-005B	Unit 5B, Woodlands Condos
Mason, Marie D., Trustee, & Randall Sherman, Trustee	582-05-00-006A	Unit 6A, Woodlands Condos
McKee, Betty L., Trustee	582-05-00-008C	Unit 8C, Woodlands Condos
Moore, Catherine Lynn Brown & Brown, Mary	582-05-00-004B	Unit 4B, Woodlands Condos
Oliva, Sherrie E.	582-05-00-010C	Unit 10C, Woodlands Condos
Papenthian, Ruth Mary	582-05-00-002B	Unit 2B, Woodlands Condos
Pate, Ebb W. & Carter, Ginger D.	582-05-00-001C	Unit 1C, Woodlands Condos
Phoa, Michael E. & Lisa F.	582-05-00-007C	Unit 7C, Woodlands Condos
Quinlan, Joseph Edward & Sadie & Thomas, Kevin	582-05-00-005C	Unit 5C, Woodlands Condos
Revsley, W. Taylor, II & Helen B.	582-05-00-007A	Unit 7A, Woodlands Condos
Korman, Timothy & Zachary	582-05-00-008B	Unit 8B, Woodlands Condos
Schuster, Glenn I. & Marsha W.	582-05-00-004A	Unit 4A, Woodlands Condos
Scott, Sara A.	582-05-00-001A	Unit 1A, Woodlands Condos
Sekula, Jennifer	582-05-00-008D	Unit 8D, Woodlands Condos
Shears, Robert P. & Shirley K.	582-05-00-009B	Unit 9B, Woodlands Condos
Sorensen, Anne F.	582-05-00-002D	Unit 2D, Woodlands Condos
Spiegel, Barbara A. Trustee	582-05-00-003A	Unit 3A, Woodlands Condos
Teumer, Harvey L. & Joan D.	582-05-00-011B	Unit 11B, Woodlands Condos
Webb, Marilyn T.	582-05-00-011C	Unit 11C, Woodlands Condos
Winters, Robert E. & Cathleen M.	582-05-00-009D	Unit 9D, Woodlands Condos
Woodlands Condo Association	582-05-00A	Common Area, Woodlands Condo

Page 7 of 7

VIRGINIA: CITY OF WILLIAMSBURG & COUNTY OF JAMES CITY
 This document was admitted to record on 11/27/2018
 at 9:25 AM/PM. The taxes imposed by Virginia Code
 Section 58.1-601, 58.1-602 & 58.1-614 have been paid.


STATE TAX	LOCAL TAX	ADDITIONAL TAX
\$	\$	\$
TESTE: BETSY B. WOOLRIDGE, CLERK		
BY: <u>Betsy B. Woolridge</u>		Clerk

Order: DSJD 11/28/18
 Address: 234 Woodlands Cir Unit A
 Order Date: 11/23/2018
 Page 22 of 28
 Home: 754-4777

HURRICANE AND EMERGENCY PREPAREDNESS

1. The Woodlands "Neighborhood Awareness for Neighbor" program is a simple way of saying that our community looks out for and helps each other. In the event of a major citywide emergency, the City has suggested that we be capable of assisting our neighbors, as much as possible, for up to seventy two (72) hours, or until the City resources are able to respond to the emergency.
2. The following items might effect the respond time of emergency personnel:
 - Summer vs. winter (heat/ice)
 - Tourist population
 - Extent of Damage
 - Evacuation vs. stay-put
 - Duration
3. In the event we need to seek shelter, our designated shelter is the Quarterpath Recreation Center, which is located at 202 Quarterpath Road in Williamsburg. They will provide generators and lights on high extension poles which will make it easy to locate during time of emergency.
4. Please note the important Hurricane Information Bulletin for the City of Williamsburg below:

Hurricane Information for the City of Williamsburg



Before the Storm:

- Access City emergency management information at www.williamsburgva.gov. Click on "Emergency Preparedness."
- Watch City Channel WMSBG 48 for City of Williamsburg bulletins
- Watch televised weather advisory channels to track storm
- Call 220-6161 for special needs assistance

During the Storm:

- Call 911 for police, fire, or emergency medical response
- Listen to WMBG 740 AM for local information during power outages
- To contact the City's Emergency Operations Center, call 259-7200

After the Storm:

- Read the Virginia Gazette or Daily Press for daily updates
- Call City Emergency Operations Center at 259-7200 to report conditions needing City response
- Watch Channel 48 and/or access www.williamsburgva.gov when power is available

Other Useful Phone Numbers:

Police non-emergency: 220-2331	Dominion VA Power: 1-888-667-3000
Fire non-emergency: 220-6220	Virginia Natural Gas: 1-877-572-3342
Public Works: 220-6140 (After hours 220-6196)	Cox Communications: 1-757-224-1111
Building Inspection/Code Compliance: 220-6254	Verizon Telephone: 1-800-275-2355
City Manager's Office: 220-6100	Cavalier Telephone: 1-800-683-3944

THE WOODLAND WORK REQUEST FORM

Please use this form to request work that is needed to maintain common property of The Woodlands. This form may also be used for suggestions and to communicate other matters to the Board of Directors, the Association, or the Covenants Committee.

The completed form should be sent to our property manager, Joe Gagliano below:

Berkley Realty Property Management, Inc.
150 Strawberry Plains Road, A-1
Williamsburg, VA 23188-3408
Office (757) 229-6810
Fax (757) 229-8208
Email: jgagliano@berkeley-realty.com

During a maintenance emergency, please call 757-229-6810 immediately. The office maintains an answering service 24/7. The property manager on duty or Joe will return your call as soon as possible.

Description of Work: _____

Location of work to be accomplished; Building or unit # _____

This request is submitted by: Name: _____

Unit #: _____ Phone #: _____

Date submitted: _____

For office use only:

Received date: _____ W/O # issued: 05/17/2011 Date completed: _____

**BUILDING PAINTING SEQUENCE
FOR THE WOODLANDS**

Year	Bldg#	Sequence
2003	235-10	10
	237-11	11
2004	208-2	1
	204-3	2
2005	225-8	3
	217-6	4
2006	209-4	5
	213-5	6
2007	214-1	7
	225-8	8
2009	229-9	9
	235-10	10
2010	237-11	11
	208-2	1
2011	204-3	2
	225-8	3
2012	217-6	4
	209-4	5
2013	213-5	6
	214-1	7
2014	221-7	8
	229-9	9
2015	235-10	10

**Dates of when the different units were built in the
WOODLANDS.**

Building # 1 - 214 Woodmere Drive	1988
Building # 2 - 208	1992
Building # 3 - 204	1992
Building # 4 - 209	1987
Building # 5 - 213	1987
Building # 6 - 217	1987
*Building # 7 - 221	1990

This building had a lighting strike on July 23, 2008, and was completely re-built (all 4 units), on the inside. This work was completed, according to current code, in August, 2009.

Building # 8 - 225	1993
Building # 9 - 229	1995
Building # 10- 233	1995
Building # 11- 237	1997

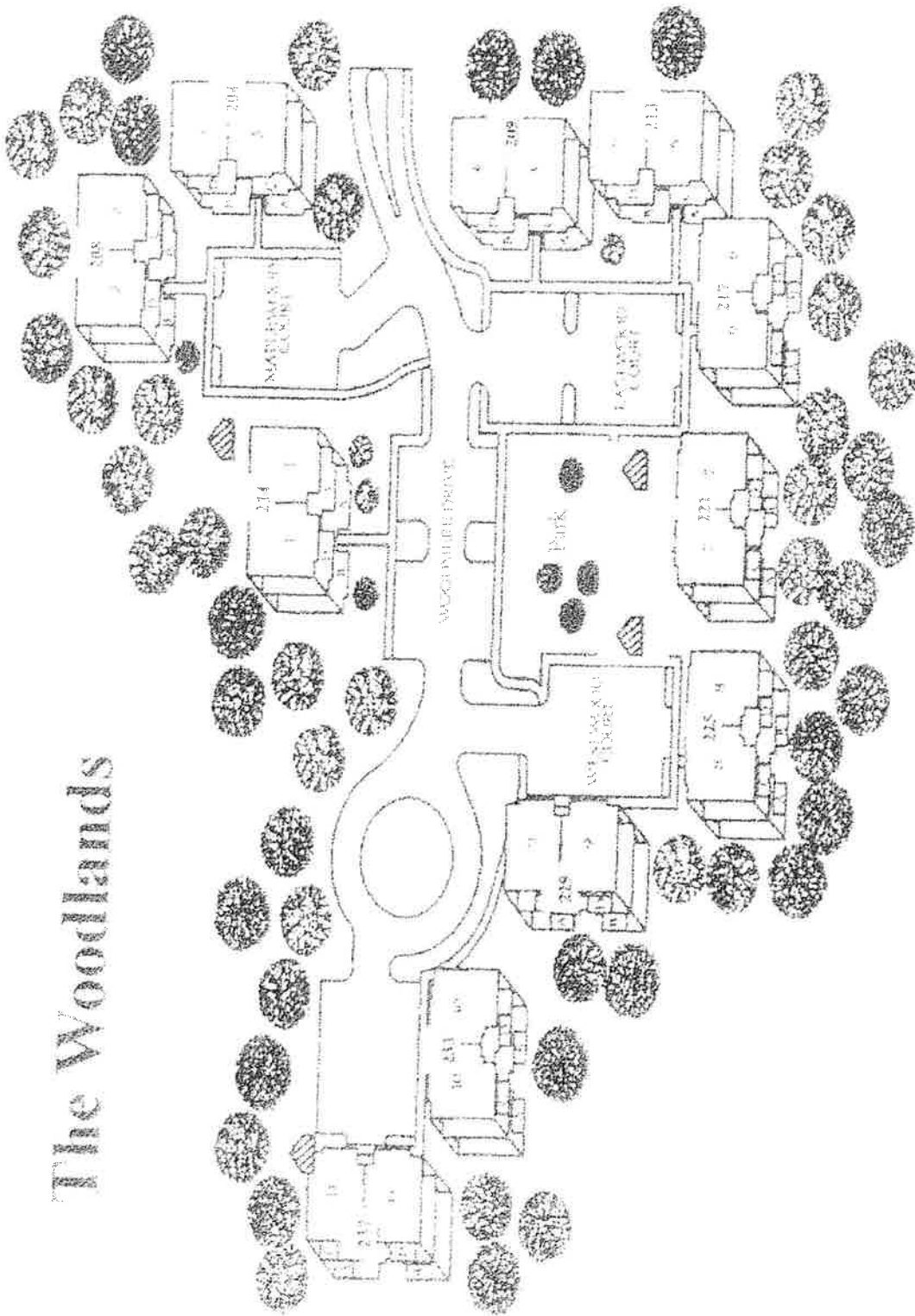
COMMENTS FROM YOUR BOARD OF DIRECTORS

Please keep this brochure on hand and refer to it often. We hope the information herein will prove valuable for the unit owner or tenant as well. If you sell your unit, please pass on a copy of this to the new owner, and likewise, make sure your tenant has a new copy at all times. Notices and newsletters may also be published from time to time to address current activities and to keep you up-to-date. The Board will be happy to receive any suggestions for future issues from any of our Woodlands residents.

We invite your participation and assistance in managing the Woodlands and keeping it the wonderful residence community that it always has been. Periodic meetings of the Board of Directors are announced and your attendance is welcomed. Your participation in management, serving on committees, and so forth, should be a consideration in your mind as well. The goals are to protect our investments in our homes and to continue to make the Woodlands a pleasant place to live. Working together is the only way these goals can be realized.

NOTES

The Woodlands



The Woodlands Homeowners Association
EXTERIOR ARCHITECTURAL MODIFICATION REQUEST FORM

Name of Owner(s) _____ Unit Number _____

Mailing Address _____

Email Address _____

Telephone (day) _____ Telephone (evening) _____

Nature of Proposed Modification (e.g. deck extension, storm door/roof replacement, etc.)

Alteration Location (i.e. front, rear, side?) _____

Dimensions _____

Construction Materials _____

Color _____

Contractor Name/Location _____

INSTRUCTIONS:

Many homeowners have made exterior modifications to their units over the years, including decks and additions. In some cases, these have been made in unknowing violation of city ordinances or HOA Covenants and Bylaws. In order to preserve the architectural integrity of The Woodlands and ensure compliance with all regulations, **applicants must do the following:**

- 1) Fill out this form and submit it to the Architectural Review Committee of The Woodlands HOA.
- 2) Attach sketch or architectural drawing of proposed changes, showing location and dimensions in enough detail to illustrate final appearance. (For such items as replacement doors/lights/windows, catalog photos suffice.)
- 3) For all proposed **construction projects**, provide a properly surveyed plat of your lot showing exactly where your property lines are.
- 4) After approval of your application by the Board of Directors, contact the City of Williamsburg (220-6130) for required municipal architectural review (forms online at www.ci.williamsburg.va.us).
- 5) Obtain a building permit from the City of Williamsburg Code Compliance Department (220-6254).
- 6) **IMPORTANT:** You must submit copies of all city permissions to the property

**manager before any work may begin.
Please Note!**

The Architectural Review Committee of The Woodlands will contact you if your application is incomplete or if more information is needed. If the committee recommends approval of your request, it will present your application to the HOA Board at its next regular meeting. The Board must then approve or deny your request within thirty days.

FOR ARCHITECTURAL COMMITTEE USE ONLY:	
Date application received _____	Received by _____
Approval recommended by committee?	Yes No
Reason(s) if not recommended for approval: _____ _____	
Committee signatures:	
_____	Date _____
_____	Date _____
_____	Date _____
Board of Directors Approval?	Yes No
Signature for Board _____	Date _____
Date work completed _____	
Date inspected by committee _____	
Inspection comments: _____ _____	

UPLOADED
5/4/2021