

Welcome to Colts Neck Cluster

William Bonner designed and built Colts Neck Cluster in 1972-73. Since then the sixty townhouses on Greywing Court and Escalante Court that make up the cluster have been home to a variety of Restonians both permanent and temporary. We are proud of our grounds, which are among the most generously sized and most attractive in Reston. Colts Neck Cluster can be as social or as private as you want it to be. Make an effort to meet your neighbors and ask them about the cluster and your home. You may be surprised at how much there is to know about operating these houses and this Cluster. We hope we will get to know you soon.

The Board of Directors,
Colts Neck Cluster Association

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A. HOW YOUR ASSOCIATION OPERATES

1. CLUSTER CORPORATION

Colts Neck Cluster Association (CNCA) was incorporated in 1974 as a non-stock, non-profit corporation under the Code of Virginia. Your CNCA owns, maintains, and improves about 5 acres for the common use of CNCA property owners and their families, guests, and tenants. This common area includes the streets, paths, playground, sidewalks, and open areas. CNCA is governed according to its Articles of Incorporation and By-laws. In addition, CNCA is subject to all Reston Association (RA) covenants, policies, and regulations as well as County, State, and Federal laws. CNCA enforces covenants, restrictions, etc. pertaining to commonly owned land. To carry out these functions, CNCA's Board of Directors assesses and collects dues and appropriates and expends funds for the upkeep and maintenance of the common areas.

By buying a home in Colts Neck Cluster you automatically become a member of CNCA and the Reston Association. Every property owner in Colts Neck Cluster -- whether in residence or not -- is a member of CNCA.

Most problems relating to an individual house are matters for resolution between the seller and the buyer, or the owner and the RA. To a limited extent, CNCA can represent a group of residents having common problems concerning Colts Neck Cluster property.

Each member-resident, guest, and tenant is responsible for compliance with the rules and regulations adopted by the CNCA. Property owners have one vote per house on issues put to vote by the membership at the Cluster meetings. Thus, a jointly-owned house or an owner-occupied house has only one vote. Although tenants cannot be members or vote on CNCA affairs, they are encouraged to attend association meetings and to participate in Cluster activities.

2. BOARD OF DIRECTORS, OFFICERS, AND COMMITTEES

A Board of Directors, consisting of five members elected by the membership manages the CNCA. They serve three-year terms that are staggered so that one or two directors are elected each year at the annual meeting. Vacancies on the Board are filled by appointment of the Board for the unexpired portion of the term. Officers are elected annually by the newly constituted Board of Directors at its first meeting, immediately following the Annual Meeting. CNCA officers are a President, one or more Vice-Presidents, a Treasurer and a Secretary. The President and Vice-President(s) are members of the Board of Directors.

The Board may create committees and appoint committee members. At least one Board member must be a member of any committee. The chairperson of the committee usually attends Board meetings.

The Board's task is to properly operate and maintain Cluster land and facilities for the enjoyment and benefit of Colts Neck Cluster residents. In this regard the Board appreciates any help you can offer to assist in the administrative needs of the Cluster. This Cluster has always had a tradition of broad resident participation. Please call any Board member to volunteer your services.

3. CLUSTER MEETINGS

An Annual Meeting of the Cluster membership is held on the second Tuesday of January at 8:00 P.M. for the purpose of electing Directors, reviewing the budget, and transacting other business as necessary. Written notice of the meeting is to be provided no more than fifty (50) days and no less than ten (10) days in advance of the meeting. A quorum, consisting of at least one-fifth (12) of the total (60) votes is needed in order to conduct business at the Annual Meeting.

The Board of Directors meets on a monthly basis to conduct cluster business. Cluster committee meetings are called by their chairpersons. Committee and Board meetings are open to attendance and participation by Cluster residents and others invited to lend their expertise. Residents are notified of the date, time, and place of each Board Meeting. If you have an item that you would like to see on the agenda, please notify the President of the Board before the monthly meeting.

4. CLUSTER DUES

The CNCA Board proposes the cluster budget at the Annual Meetings. The Cluster corporation assesses dues to cover the expense of maintaining, repairing, replacing, and improving Colts Neck Cluster property. Dues are the same for each house and are based on the annual operating budget. The board may adjust the dues annually to reflect increases (as a rule) or decreases (as an exception) in Cluster operating costs.

Dues are paid in installments, due and payable no later than the last day of each quarter. There is a fine for late payment. CNCA mails or delivers notices of assessment before the date that the installment becomes due. Notices are sent to the homeowner's residence as reflected in the Association's records unless the homeowner requests that it be sent to a different address.

Payment of dues is a legal obligation for each homeowner. The Cluster has established procedures for collecting unpaid dues (see Article X and amendment of the CNCA By-Laws). Failure to receive a bill does not relieve any homeowner of the obligation to make a timely payment. Any assessment payment not made within thirty (30) days after the due date is delinquent.

The budget covers lawn, tree, street, sidewalk, and playground maintenance, snow removal, trash removal, landscaping, minor repairs, lighting, and insurance. Each year some funds are set aside in a reserve account to cover anticipated expenses for major repairs such as street repaving. Special assessments may be levied for unexpected costs that cannot be absorbed by the annual operating budget or the reserve account for major expenses.

5. COLTS NECK CLUSTER DIRECTORY

The CNCA Board maintains, updates, and distributes a Cluster directory on a recurring basis. Listing is voluntary. New residents wishing to be included should contact a Board member. A copy of the current directory is included in this folder.

B. WHAT YOU MAY OR SHOULD DO FOR YOUR HOME

1. EXTERIOR CHANGES AND HOME IMPROVEMENTS

Any plans for exterior changes must be submitted to the Reston Association for approval. To help homeowners plan exterior changes, RA publishes "A GUIDE FOR RESTON RESIDENTS TO THE PLANNING AND DESIGN OF EXTERIOR ADDITIONS AND ALTERATIONS, INCLUDING PROTECTIVE COVENANTS".

Copies of this guidebook and the forms for requesting approval for an exterior change are available from RA. If you plan an addition or a change that may affect your neighbors, discuss your ideas with them to avoid disputes. Your immediate neighbors must be informed in writing of any changes that you are proposing to RA, and you must have cluster approval before submittal to the RA. ANY STRUCTURAL ADDITIONS, STAIN OR PAINT COLOR CHANGES, DOOR CHANGES, PATIOS OR DECKS, REQUIRE RA APPROVAL. Generally, minor landscaping changes to your own property do not require approval unless you are making changes that will significantly alter your neighbor's view, drainage, etc. If you are not sure whether your planned changes require approval, call RA and ask.

2. EXTERIOR PAINTS AND STAINS AND ROOF COLORS

HOUSE COLORS:

Taupe

Fawn

Monterrey Grey

Stonehedge

Cedar

Butternut

Cocoa

Chocolate

Terra Cotta

California Rustic

Russet

New Bark

TRIM COLOR:

Mahogany

SHEDS AND FENCES COLOR:

Butternut

ROOF COLOR:

Oakwood

Chestnut Brown

Autumn Brown

Bark Brown

DOOR COLORS

This category is not as specific as the others, but ideally the color of your door should be either an accent or co-ordinating color, according to the color of your house. Please stay away from loud and garish colors.

All paint colors above are made by OLYMPIC.

To maintain the exterior of your home to the best advantage you should paint it regularly. Gutters and downspouts may be painted with solid stain to match either the house color or trim color. Remember, if you wish to paint your home a different color than it is now, the new color must be chosen from the CNCA color palette and RA must be informed of the desired change. As a general rule, adjacent houses should not be painted the same color. If you don't know what color your house is now, consult the record of colors kept by the Cluster Secretary or the Treasurer.

If you need to get a new roof, and share one with a neighbor, consult with your neighbor so that the color will match. You and your neighbor may choose to re-roof at the same time for financial reasons as well as appearance.

3. WATER: HEATERS AND LINES

Setting the water heater thermostat to 120 degrees F. will yield about 15 percent savings in electrical consumption for the water heater. Consult your owner's manual instructions for adjusting thermostats and draining water heaters. The heater and its pipes can be insulated for better efficiency, if desired. It is a good idea to turn off the circuit breaker for the water heater if the house will be empty for more than a few days so as to stop the continual reheating of the water. This is safer than cutting off the water control valve and saves on your electric bill. Periodic replacement of the sacrificial anode can add years to the life of your water heater. See your owner's manual for instructions.

Water lines to outside faucets should be drained in the late Fall to prevent freezing and bursting.

LOFT UNITS: The shut-off valve for the rear faucet is located in the furnace closet in the ceiling above the heater and the shut-off valve for the front faucet is in the water heater closet in the kitchen. If you do not find one there you may wish to have one installed.

BASEMENT UNITS: The shut-off valve for the rear faucet is overhead in the basement, behind and above the water heater and the shut-off valve for the front faucet is in the ceiling of the hall closet.

To drain water lines properly, locate and close the shut-off valves and then open the outside faucets. Failure to drain the water lines properly has caused costly damage due to broken water

pipes. When turning on the outside lines in the Spring, be sure to check for any leakage that might indicate a broken pipe.

4. AIR CONDITIONERS

Air conditioners have a separate circuit breaker. If your AC stops working, check the circuit breaker before calling a repairman.

5. GUTTERS

Roof gutters should be cleaned every season, especially in the Spring and Fall. Screens may be installed to prevent leaf accumulation that can cause water damage due to overflow from gutters. Clogged drains can cause seepage into foundations and basements after heavy rainfalls and long wet spells.

6. CHIMNEYS AND FIREPLACES

Periodic inspections of your chimney and fireplace are essential to prevent fire hazards. In normal use they should be inspected every three years. Heavy use warrants annual inspection. A creosote build-up inside the chimney of 6 to 7 mm (1/4 inch) is generally an indication that the chimney needs cleaning.

Open the damper before starting a fire in the fireplace. Burn only firewood in the fireplace; burning cardboard, paper, or other materials can create a fire hazard from sparks on the roof and may ignite the creosote in the chimney. A chimney fire is spectacular. It sounds like, and effectively is, a jet engine in your living room. The main hazard is the scattering of burning creosote on your and your neighbor's roof. Keep a fire extinguisher on hand (there are some made specifically for the intense heat of the fireplace).

Closing the damper will conserve heat when the fireplace is not in use.

C. DO'S AND DONT'S FOR YOUR YARD AND COMMON GROUND

1. FIREWOOD

Cutting down trees from the common areas for firewood or other personal uses is prohibited. Trees that fall and those that are cut down to remove hazards to people and homes have in the past been cut to convenient lengths for firewood and whoever takes the trouble to collect the pieces is welcome to them. Lately there have been so few takers that the wood is ground into mulch.

Firewood should be stacked in your own yard, either front or back, and away from the house. It is not advisable to stack wood directly on the ground, but rather on a stand of some sort. This deters termites and wood borers from damaging your house. Keep wood that is in contact with the ground well away from your house. That, too, deters termites.

2. YARDS

Each resident whether owner or tenant, is responsible for maintaining the yards of the houses. Please show pride in your home and Cluster by keeping your yard neat and attractive.

To protect the roots of trees and shrubs from freezing in the winter, mulching to a depth of 7 to 10 cm (3 to 4 inches) is recommended. Bushes surrounding your own home should be trimmed at least annually.

Dismantled cars, broken furniture, camper tops, and other such items are unsightly and likely to irritate your neighbors and provoke them to unfriendly action. These things should be stored in a suitable place out of sight.

Underground wiring runs all through the cluster. Before you dig holes for plantings, fences, or whatever, check to find out where these lines are located. Call "Miss Utility" at 1-800-257-7777 for information on buried cables.

3. CARPORTS

The carports are owned and maintained by CNCA and are to be used for parking automotive vehicles only. These areas are not to contain any personal property other than currently licensed, registered, and functional automotive vehicles. The carports shall not serve as storage areas for firewood, trash cans, or any other personal items. You may, of course, perform routine car maintenance in your allotted carport space but please use caution and good judgment when working in the carport. Oil leakage from vehicles in Cluster carports and parking areas must be cleaned up by the responsible resident. Scrubbing the spot with a strong detergent and a brush is one way to do the job properly. Oil softens asphalt. Do not allow oil or any caustic substance to saturate the concrete and please do not leave tools or parts lying around or the hood open while you are not actually working on the car. We have many children in the Cluster and do not want any of them hurt.

4. PARKING

BE WARNED: PEOPLE IN COLTS NECK CLUSTER REALLY GET EXCITED ABOUT THEIR NEIGHBORS PARKING HABITS.

Each homeowner is allotted one specific carport space in which to park the family car. All other parking spaces are open to residents with a second car and for visitor parking. All legal parking places are indicated on the map included with this package. If you own more than two vehicles, please be considerate and do not insist on parking all of your vehicles as close to your home as possible. Please do not offer to store a vehicle for a friend. **WE SIMPLY DO NOT HAVE SPACE TO SPARE.**

Boats, trailers, RV's, and mobile homes cannot be permanently parked within Colts Neck Cluster. RA has storage facilities for such vehicles. Long term parking of inoperable, or detached portions of, vehicles is not permitted on Cluster property. Any car parked on Cluster property for 30 days without current state license, inspection sticker, or county registration will receive a notice on the car indicating that the vehicle will be towed if it is not removed from the property within fourteen (14) days. The removal of such vehicles will be at the owner's expense. With a

little cooperation, such a problem can easily be avoided. In order to park a commercial vehicle on Cluster property you must meet the criteria detailed in the Cluster By-Laws.

Please observe all firelanes; they must be kept open at all times. Blockage of a designated firelane can result in ticketing or towing and a good possibility of lawsuits if fire equipment cannot readily reach someone's house in case of emergency.

Please use designated parking spaces even if it means walking a little further to your house. Piggyback parking is not permitted.

As an owner or tenant, you are responsible for where your guests park. When your visitors arrive please check to make sure that they are not parked in someone else's carport or in any position that would impede the entrance or exit of another car.

We all know that parking is tight and that few things can enrage neighbors faster than bad parking manners. Let's all be our most considerate in this matter.

5. PETS

Fairfax county ordinance requires that any dog off private property must be restrained on a leash by a responsible person. The County Animal Warden is empowered to impound and transport loose dogs to the Animal Shelter where they are kept for a minimum of five days before being put up for adoption or destroyed. An impounded dog can be redeemed by its owner upon presentation of proof of license and rabies certificate, payment of fine and a daily boarding fee. Other legal action may be taken against the dog's owner as well. The Animal Warden may enforce the Fairfax County leash laws on Colts Neck property.

Dog owners are strongly encouraged to pick up and properly dispose of their pet's droppings. Please try not to leave food for your animals outside; food attracts wildlife, some of which may carry rabies. When walking your dog, please take the dog into wooded areas away from homes and children's play areas.

To report stray or strangely behaving animals, call the County Animal Control at 830-3310 (days) or 691-2131 (after hours).

6. TRASH COLLECTION

Cluster dues cover the bi-weekly trash collection of regular sized items. Recyclables must be separated from all other trash and are monitored according to Fairfax County law. Trash is collected every Monday and Thursday, usually in the morning. Try to put your trash out as close to collection time as possible. Use a covered trash container. We have a problem with opossums and raccoons at night and crows during the day ripping open trash bags. To arrange for the collection and disposal of large items, call AAA-Rainbow Disposal at 818-8222; remind them that our cluster is their customer.

Recycleables are currently picked up every Friday. Papers must be secured with string or cord or placed in a paper, not plastic, bag. Do not leave them loose on the sidewalk. Improperly packaged newspapers will not be picked up by the trash collectors.

D. PROTECTING CHILDREN, HOME, AND NEIGHBORHOOD

1. PLAY AREAS

The playground is maintained by CNCA. It is designed for children, who should be supervised by a responsible person. Residents are encouraged to keep this area free of abandoned toys and litter. Parking areas and streets are not recommended play areas and are especially dangerous for small children at dusk or when visibility is poor. Drivers are requested to look carefully when backing out of parking spots and encouraged to enter streets slowly and carefully. We have already had one little girl run over while riding her bike and almost killed.

Skateboarding, skating, and rollerblading is restricted in the area bounded by 11936 Escalante Court and the trash can by the basketball hoop. The restricted area also includes the entrance to Escalante Court from South Lakes Drive.

The Cluster maintains a basketball hoop in the Upper Escalante parking lot. If at all possible, try not to park under the hoop until dark. Our kids really enjoy shooting baskets and find it difficult to understand why people park there when other spots are available. Sometimes the lot is full and you have no choice but to park there. It is a shared area, but cars take precedence.

2. NEIGHBORHOOD WATCH AND SECURITY

The Cluster had a Neighborhood Watch but it died from lack of interest. We do have some alert, observant, noisy (?) neighbors and consider them a major asset. Please do your part.

It is strongly suggested that neighbors equip their outside lights with heat and motion sensors so that they light whenever there is any activity within their range.

Notify neighbors when you are going away and ask them to watch your house for any suspicious activity. They also should collect your mail and newspapers. Consider having someone leave a car in your carport while you are away. Many neighbors swap keys to prevent lockout because of lost keys. Make a list of things to do before you leave the house.

Brochures on security for homes are distributed by the Fairfax County Police and are available at the Reston Substation.

3. FIRE PREVENTION

It is recommended that smoke detectors be installed in strategic locations, not too near the kitchen. Broiling meat really agitates the detector. To prevent malfunction due to dust accumulation the cover should be gently vacuum cleaned at each battery change. A CO detector should be installed in a bedroom near a heat register.

Check with your insurance company or the local fire station about the number and location of smoke and CO detectors needed in your home. For added protection, each house should have a 5-pound ABC-type fire extinguisher in the kitchen or near your fireplace, or on each floor.

E. HOW WE CARE FOR THE COMMON GROUND

1. COMMON AREA

The cluster's common ground consists of the perimeter area and central spaces, including the roads, sidewalks, parking areas, open/wooded areas, and other commonly held facilities. Maintenance and improvement of the common areas are the responsibility of the CNCA Board. The CNCA Board annually negotiates a maintenance contract for the Cluster's grounds that includes grass mowing (every 7 to 10 days) during the growing season, monthly edging, annual seeding, and semi-annual fertilizing. The CNCA board negotiates a snow removal contract for the cluster. A minimum of three inches accumulation is necessary before snow is removed from the streets. If ice conditions are especially bad, the roads will be sanded, otherwise there are barrels of sand at key places for spots that you feel need a small amount of sanding.

The common area belongs to all of us and should be treated with respect. Outdoor equipment, boats, canoes, tools, and trash should not be stored on common ground. The CNCA Board is responsible for removing dead trees and shrubs from common ground (exception: a zone 3 feet wide on each side of the RA pathway is maintained by RA; if you see a problem within 3 feet of the RA path, please call RA at 437-9580). No dumping of grass cuttings, landscaping debris, and excavation materials on common ground or streets is permitted.

CNCA Board approval is needed for any alterations to the cluster common area.

If trash accumulates around your residence and/or on nearby Cluster property, please take the initiative to clean it up. the same applies to watering. Only Mother Nature or you can water the grass, trees, shrubs, and flowers of our Cluster (both Cluster and individually owned). If any area is too dry, please water it. It is cost-prohibitive to bring in water trucks or to have a sprinkler system installed. A joint effort is to our mutual benefit in Cluster beautification.

Some of our plantings, mostly junipers, have been lost to bagworms. Be on the lookout for them. If you find any, pluck them off, bag them, and put them in the trash. Or just squash them. Gypsy Moths are found in this area. Their cocoons are ecru to orange to brown fibrous masses scattered over tree trunks and fences. Full strength clorox from a squirt bottle kills the eggs.

The Board members make occasional inspections of the property, but if you see something that is in need of attention or repair, please call one of the Board members with the information.

2. CLUSTER CLEAN-UP

The Board generally schedules a Spring and a Fall clean-up. On these days Cluster residents plant new trees, shrubs, and flowers, spread mulch, clean the woods, and perform other maintenance and improvement tasks needed in common areas. At least one member from each household is encouraged to come out and help. This work is in addition to the contracted lawn maintenance and is necessary to maintain and improve Colts Neck Cluster as an attractive place to live. If residents do not participate in these clean-ups the alternative is a more expensive maintenance contract that will require higher Cluster dues. Take pride in Colts Neck Cluster and do your share of the work.

3. CLUSTER PICNIC

Coincident with Cluster Clean-up is Cluster Picnic, in which participants take a break, have refreshments, socialize, and trade news of the Cluster. The format of the picnic evolves from year to year and according to the weather but is always a low key, relaxed, very pleasant do with very good food.

F. MOVING FROM COLTS NECK CLUSTER

Before you move, please make sure that your Cluster dues are paid up to date. Last minute trash for pick-up may be left neatly at the curb. Thought should be given to the outside appearance in the interim between occupants. Use a vacation check-list to leave the house secure. Retrieve keys from neighbors. Owner's manuals and other appliance information are greatly appreciated by new owners.

If you and all your neighbors follow the hints and rules in this handbook, the next owner will have made a good choice in buying your home.