WHEREAS, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

WHEREAS, Section III.2(a) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston ("Amended Reston Deed") delineates that it is a purpose of the Association to interpret, administer, and enforce the protective covenants and restrictions of this Deed in such a manner as to conserve, protect, and enhance the value of all real property subject to the Deed; and

WHEREAS, Section III.5(e) of the Amended Reston Deed provides the Board of Directors with all powers necessary and appropriate for carrying out the purposes of the Association which are enabled by law or the Reston Documents; and

WHEREAS, Section III.6(a) of the Amended Reston Deed provides that the Reston Association Board of Directors shall appoint the Design Review Board ("DRB") comprised of nine Category A Members, six of whom shall either be architects, landscape architects, and/or land planners ("design professionals") and three of whom need not be design professionals ("lay members"), whose terms of office shall be for three years, staggered so that at least three members are appointed or reappointed each year; and

WHEREAS, Section III.7(a) of the Amended Reston Deed provides that the Board of Directors shall appoint a Covenants Committee comprised of six Category A Members, of which two shall be at-large Members and four shall be district Members, each of whom shall be a resident of a different district; and

WHEREAS, Section III.7(a) of the Amended Reston Deed requires that Members of the Covenants Committee, who are also district representatives on the Covenants Committee, maintain a residence within their respective districts throughout their term; and

WHEREAS, Section III.7(a) of the Amended Reston Deed delineates that the terms of the Covenants Committee members shall be for three years, staggered so that at least one member is appointed or reappointed each year; and

WHEREAS, the Reston Association Board of Directors wishes to establish procedures and criteria for making these appointments.
NOW, THEREFORE, BE IT RESOLVED, that the following policies and procedures shall govern the manner in which DRB and Covenants Committee appointments are made by the Board of Directors.

1. **Vacancy Notice.** Annual vacancies shall be filled after being posted on the Association’s website, social media outlets, advertised in a newspaper of general circulation in Reston, and/or by direct mail at least two weeks before the deadline for candidate applications. If there is an interim vacancy, the Board in making such an appointment does not need to advertise the vacancy, but will reconsider those candidates who were not chosen to fill the most recent annual vacancy.

2. **Application Requirements.** An incumbent appointee desiring reappointment shall apply and be evaluated in the same manner as all other candidates.
   a. Candidates shall submit to the Secretary or Assistant Secretary of the Board of Directors by the advertised deadline, a brief resume of experience and statement of interest outlining the reasons for desiring appointment to the DRB or Covenants Committee.
   b. Candidates for a design professional appointment to the DRB must have a practicing professional degree from an institution of higher education in the fields of architecture, landscape architecture or land use planning, and a record of professional employment or experience in any of these fields.

3. **Applicant Interview and Reporting Procedures.** The Board Operations Committee (BOC) shall interview and rate the applicants in accordance with the following process.
   a. Staff will coordinate with the BOC to schedule a date(s) to conduct interviews of applicants for the DRB and/or Covenants Committee.
   b. Prior to the Interview date(s), staff will provide the BOC with a packet of information including the resumes and statements of interest of the applicants to be interviewed.
   c. In conducting the DRB and Covenants Committee interviews, the BOC may ask each candidate to respond to an applicable list of questions related to such qualifications as:
      - Length of residency in Reston;
      - Prior service on cluster or homeowners’ association boards;
      - Ability to work in a public forum;
      - Experience with dispute resolution or conflict management;
      - Knowledge of residential and commercial development/redevelopment;
      - Architecture and land use planning;
      - Involvement with citizen committees on zoning or land use issues;
      - Professional background in other related fields; and
      - Approach to decision-making – (A hypothetical design/covenants case scenario may be posed to the candidates to determine how each would address a specific design...
or covenants issue and gain a better sense of a candidate’s approach or philosophy to decision making.)
– Meeting attendance – (Has the candidate attended a DRB or Covenants Committee meeting.)

d. The BOC shall forward the resumes and statements of interest for all candidates along with its recommendations to the Board of Directors who shall make appointment(s). The Association will inform all applicants of their interview status.

4. **Appointment Term.** DRB and Covenants Committee appointees will serve three-year terms and until their respective successors are appointed by the Board of Directors. No member of the DRB or Covenants Committee may serve for more than three consecutive three-year terms. A Member may be eligible to serve on the DRB or Covenants Committee for an additional set of three consecutive three-year terms after a one-year interval from the expiration of his/her term or resignation. A member of the DRB or Covenants Committee who has served more than half a term is considered to have served a full term. Any DRB or Covenants Committee Member in office as of May 24, 2012 will be considered to be in their first term.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association’s Board of Directors held on July 27, 2006; and amended on May 24, 2012.

**Cate L. Fulkerson**

Assistant Secretary