

RECEIVED MAR 23 2004

Greensprings West Owners' Association

Policy Resolution

Resolution #4

Page 1 of 2

Mailbox Standard

Documented By: Greensprings West Owners' Association
C/O United Property Associates
739 Thimble Shoals Blvd. Suite 1003
Newport News, VA 23606

040 007485

WHEREAS, the Board of Directors of Greensprings West Owners' Association, Inc. is empowered to appoint an Architectural Review Committee to assume jurisdiction over architectural matters pursuant to Article V Section 5.2 of the Declaration; and

WHEREAS, Declarant may prepare Architectural Guidelines and Declarant and Architectural Review Committee shall have the authority to amend the Architectural Guidelines with the Board's consent pursuant to Article V Section 5.3 of the Declaration, and

WHEREAS, there is no limitation on the scope of amendments to the Architectural Guidelines, and such amendments may remove requirements previously imposed or otherwise make the Architectural Guidelines less restrictive pursuant to Article V Section 5.3 of the Declaration, and

WHEREAS, the Architectural Review Committee assumes jurisdiction over architectural matters and sees it necessary to amend the Architectural Guidelines to include regulations, requirements and restrictions and to repeal those regulations, requirements and restrictions of the Architectural Guidelines deemed redundant or those previously instated without documented approval by the Declarant or Board; and

WHEREAS, the amended Architectural Guidelines shall be applicable to all Units and/or Lots within the Association and shall remain in effect until otherwise modified, amended, or repealed by the Declarant or Architectural Review Committee and the repealed Architectural Guidelines shall no longer be applicable to any Units and/or Lots; and

NOW, THEREFORE BE IT RESOLVED, the Architectural Review Committee hereto amends the Architectural Guidelines, as adopted and approved by the Board of Directors this 3rd day of March 2004, as attached Exhibit 'B'. The Architectural Guidelines as amended hereto, as attached Exhibit 'A' and Exhibit 'B', shall be the sole Architectural Guidelines governing architectural matters within the Association until amended or repealed; and

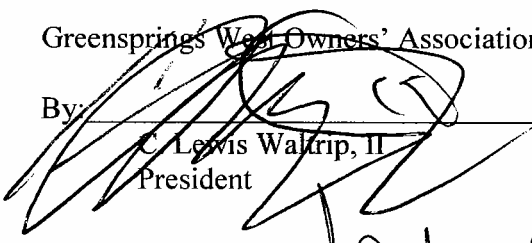
NOW, THEREFORE BE IT RESOLVED, the Architectural Review Committee hereto repeals previous or other Architectural Guidelines, with exception of Exhibit 'A' and Exhibit 'B' as attached, due to redundancy and no documentation of Declarant or Board approval. Those previous or other Architectural Guidelines shall include, without limitation, Architectural Guidelines adopted the 10th day of January 2001, Architectural Control Committee with attachment of specific provisions(beginning with landscaping ending with dog houses), and/or any other Architectural Guidelines, with exception to Exhibit 'A' and Exhibit 'B' as attached. Repealed Architectural Guidelines shall not be applicable or enforceable and shall not be held part of the Governing Documents for the Association; and

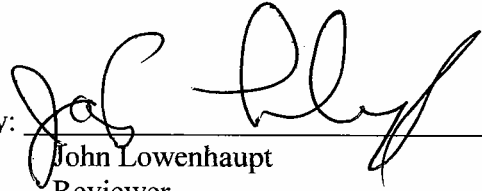
**Greensprings West Owners' Association
Policy Resolution
Resolution #4
Page 2 of 2
Mailbox Standard**

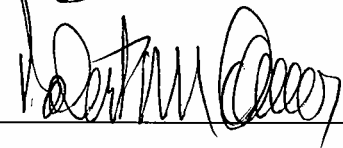
BE IT FURTHER RESOLVED, this resolution shall be sent to each Member at the address of record with the Association.

This policy resolution was adopted by the Board of Directors on 3/3/04 and shall be effective immediately. Approved and recorded in the Minutes of the meeting on 3/3/04.

Greensprings West Owners' Association, Inc.

By: 
C. Lewis Waltrip, II
President

By: 
John Lowenhaupt
Reviewer,
Architectural Review Committee

CERTIFIED BY: 

STATE OF VIRGINIA
CITY/COUNTY OF JAMES CITY, to wit:

The foregoing instrument was acknowledged before me this 07th day of MARCH, 2004, by C. Lewis Waltrip, II, President, Greensprings West Owners' Association, Inc.



Robert M. Oliver
NOTARY PUBLIC
My Commission Expires: 9/30/07

Exhibit 'B'

Greensprings West Owner's Association, Inc. Mailbox and Post Standard Page 1 of 2

The Architectural Review Committee adopts these provisions regarding architectural design of mailboxes and posts this 3rd day of March 2004, as approved by the Board of Directors, for Greensprings West Owners' Association, Inc. All procedures outlined in the Declaration of Covenants, Conditions, and Restrictions for Greensprings West shall be followed when submitting any request for Architectural Review Committee Review.

Height and Distance from Curb:

The USPS requirement is 42 to 48 inches to the bottom of the USPS black mailbox based on the road surface. The post should be buried 24 inches. VDOT requirements state that the distance from the back of the curb to the mailbox post shall be a minimum of 16". Further, the closed cover of the mailbox shall not project beyond the back of the curb. No permit is required to place mailboxes on the right-of-way; however, the support posts should be placed back of the gutter, where possible and so located as not to unduly interfere with the maintenance operations and drainage.

Mailbox Design:

Ironsides Mailbox, black in color, is the approved mailbox. The mailbox is 1/8 plate steel construction, approximately 20 pounds of steel and is virtually indestructible. The mailbox can be purchased at home improvement stores such as Lowes or Home Depot for approximately \$50. Please refer to the mailboxes within the community should you need further clarification on the appropriate mailbox style. Permanent and rigid concrete or brick mailbox structures are not allowed under any circumstances.

Post Design:

Manor Gate Post with No Dig Ground Mount, white in color, is the approved mailbox post. The post can be purchased at home improvements stores such as Lowes or Home Depot for approximately \$50. The post can not be in concrete. Please refer to the mailbox posts within the community should you need further clarification on the appropriate post style.

Box Location and Numbering:

By USPS requirements, the mailbox must be on the right hand side of the road in the direction of the route line of travel for curb service residential communities. If you chose to put the house number on the box, the numbers must be on the box from the direction in which the box will be serviced. The Greensprings West standard requires black numbers. These numbers can also be purchased at home improvements stores. The black numbers are available in both painted cast aluminum as well as a low sheen black plastic.

Painting/Replacing the Post and Mailbox:

The mailbox must remain black; however, they are easily painted with a can of Rustoleum should they become dull and/or faded. A semi-gloss is recommended so that the box is not too shiny.

Exhibit 'B'

**Greensprings West Owner's Association, Inc.
Mailbox and Post Standard
Page 2 of 2**

Painting/Replacing the Post and Mailbox Cont.:

The post must remain white; however they are easily painted with a can of Rustoleum should they become dull, dirty and/or faded. A semi-gloss is also recommended for the post.

No mailbox installation that appears to be a dangerous obstacle will be permitted to remain in the right-of-way. When, as a result of construction or maintenance, it becomes necessary to replace the mailbox or posts, they will be replaced in accordance with the above.

VIRGINIA: CITY OF WILLIAMSBURG & COUNTY OF JAMES CITY
This document was admitted to record on 11 March 04
at 3:04 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

ALA

GREENSPRINGS WEST OWNERS' ASSOCIATION, INC.
ADMINISTRATIVE RESOLUTION
RESOLUTION #1
ACCOUNTING POLICY

WHEREAS the Board of Directors shall have all of the powers and duties necessary for managing the Association's affairs and for performing all responsibilities and exercising all of the Association's rights as set forth in the Governing Documents as provided by law. The Board may do or cause to be done all acts and things as are not by the Governing Documents or Virginia law directed to be done and exercised exclusively by the Members or the membership generally pursuant to Article III, Section C 3.16 of the By-Laws of Greensprings West Owners' Association, Inc.

WHEREAS Article III, Section 20 of the By-Laws sets forth the standards of performance for accounts and reports which shall be followed unless the Board by resolution specifically determines otherwise; and

WHEREAS Article III, Section 20a of the By-Laws of the Association call for the accounts of the association to be maintained under an accrual method of accounting; and

WHEREAS the Board deems it to be in the best interests of the Association to adopt a cash method of accounting; and

WHEREAS this administrative resolution shall be in effect until the resolution is modified, altered, amended, repealed or revoked by a majority vote of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Associations management company shall establish and maintain the records and accounts of the Association on a cash method of accounting.

BE IT FURTHER RESOLVED that the Management company has provided monthly operating statements to the Board of Directors since inception and that the method of accounting used has been accepted and approved by the Board of Directors.

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to all homeowners at their last known address.

This resolution was adopted by the Board of Directors on 25 OCTOBER 2002 and shall be effective immediately. Approved and recorded in the Minutes of the meeting on 25 OCTOBER 2002

Greensprings West Owners Association, Inc.

By: _____

Lewis Waltrip - President, Greensprings West Owners Association, Inc.

Certified By: _____

STATE OF VIRGINIA

CITY/COUNTY OF WILLIAMSBURG

The foregoing instrument was acknowledged before me this 25 day of OCTOBER, 2002, by Lewis Waltrip, President, Greensprings West Owners Association, Inc.

Notary Public

My commission expires: _____

9/30/03

GREENSPRINGS WEST OWNERS' ASSOCIATION
POLICY RESOLUTION
RESOLUTION #2
ENFORCEMENT PROCEDURE

WHEREAS, the Board of Directors of Greensprings West Owners' Association, Inc. is empowered by Article IV Section 4.2 of the Declaration to adopt, repeal, and modify regulations governing matters of conduct and aesthetics and the activities of Members; and

WHEREAS, the Board of Directors is empowered to impose sanctions for violating the Governing Documents after notice and an opportunity for a hearing in accordance with the procedures set forth in Article III Section 3.23 of the Bylaws and in accordance with Section 55-513 of the Virginia Property Owners' Association Act; and

WHEREAS, an enforcement procedure shall be established to enforce Members' compliance with restrictions, regulations, and requirements as set forth in the Governing Documents; and

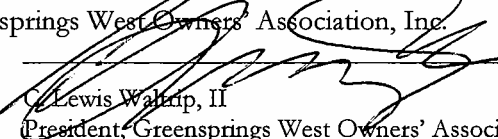
WHEREAS, an enforcement procedure shall be applicable to all Members of the Association, so as defined and set forth in Article III of the Articles of Incorporation, and shall remain in effect until otherwise rescinded, modified, or amended by a majority vote of the Board of Directors; and

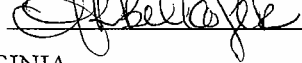
NOW, THEREFORE BE IT RESOLVED, an enforcement procedure shall be executed upon the basis of and in accordance with the following:

- A. Members in violation of restrictions, regulations, and requirements as set forth in the Governing Documents shall be sent written notice of such violation and expected date of compliance;
- B. Upon non-compliance or continuation of said violation, Member shall be sent a second written notice of such violation and expected date of compliance;
- C. Upon non-compliance or continuation of said violation, Member shall be sent a notice of hearing, including sanctions that may be imposed, and shall be given an opportunity to be heard and to be represented by counsel before the Board of Directors or other tribunal specified in the documents. Notice of hearing, including sanctions that may be imposed, shall be hand delivered or mailed by registered or certified mail, return receipt requested, to Member at the address of record with the Association at least fourteen days prior to the hearing;
- D. The hearing result shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the Member at the address of record with the Association within seven (7) days of the hearing. Upon decision of non-compliance, sanctions shall be imposed and charged to Member in the amount of ten dollars (\$10.00) per day for continuation of said violation or an amount not to exceed fifty dollars (\$50.00) for a single offense and shall be treated as an assessment against Member's Lot. Sanctions so as decided upon by the Board of Directors shall be disclosed to Member in notice of hearing result.
- E. Upon imposition of sanctions, standard collection procedure, as provided for in the Governing Documents, shall take effect and sanction shall be treated as an assessment against Member's Lot.

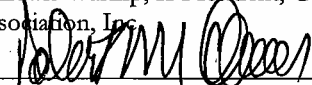
BE IT FURTHER RESOLVED, this resolution shall be sent to each Member at the address of record with the Association.

This policy resolution was adopted by the Board of Directors on MARCH 27, 2003 and shall be effective immediately. Approved and recorded in the Minutes of the meeting on MARCH 27, 2003.

Greensprings West Owners' Association, Inc.
By: 
C. Lewis Waltrip, II
President, Greensprings West Owners' Association, Inc.

Certified By: 
STATE OF VIRGINIA
CITY/COUNTY OF WILLIAMSBURG, to wit:

The foregoing instrument was acknowledged before me this 27 day of MARCH, 2003, by C. Lewis Waltrip, II President, Greensprings West Owners' Association, Inc.


NOTARY PUBLIC
My Commission Expires: 9/30/03

APR 16 09 10

Prepared By: Board of Directors
Greensprings West Owners' Association, Inc.

Return To: Greensprings West Owners' Association, Inc.
739 Thimble Shoals Boulevard
Suite 1003
Newport News, Virginia 23606
(757) 873-1185

APR 16 09 11

VIRGINIA: CITY OF WILLIAMSBURG & COUNTY OF JAMES CITY
This document was admitted to record on 16 April 03
at 2:24 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

**GREENSPRINGS WEST OWNERS' ASSOCIATION
POLICY RESOLUTION
RESOLUTION #3
ARCHITECTURAL GUIDELINES**

WHEREAS, the Board of Directors of Greensprings West Owners' Association, Inc. is empowered to appoint an Architectural Review Committee to assume jurisdiction over architectural matters pursuant to Article V Section 5.2 of the Declaration; and

WHEREAS, Declarant may prepare Architectural Guidelines and Declarant and Architectural Review Committee shall have the authority to amend the Architectural Guidelines with the Board's consent pursuant to Article V Section 5.3 of the Declaration; and

WHEREAS, there is no limitation on the scope of amendments to the Architectural Guidelines, and such amendments may remove requirements previously imposed or otherwise make the Architectural Guidelines less restrictive pursuant to Article V Section 5.3 of the Declaration; and

WHEREAS, the Architectural Review Committee assumes jurisdiction over architectural matters and sees it necessary to amend the Architectural Guidelines to include additional regulations, requirements and restrictions and to repeal those regulations, requirements and restrictions of the Architectural Guidelines deemed redundant or those previously instated without documented approval by the Declarant or Board; and

WHEREAS, the amended Architectural Guidelines shall be applicable to all Units and/or Lots within the Association and shall remain in effect until otherwise modified, amended, or repealed by Declarant or Architectural Review Committee and the repealed Architectural Guidelines shall no longer be applicable to any Units and/or Lots; and

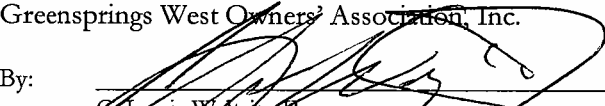
NOW, THEREFORE BE IT RESOLVED, the Architectural Review Committee hereto amends the Architectural Guidelines, as adopted and approved by the Board of Directors this 21st day of April 2003, as attached Exhibit 'A.' The Architectural Guidelines as amended hereto, as attached Exhibit 'A,' shall be the sole Architectural Guidelines governing architectural matters within the Association until amended or repealed; and

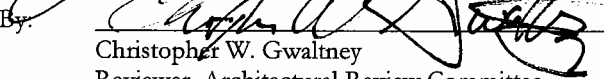
NOW THEREFORE BE IT RESOLVED, the Architectural Review Committee hereto repeals previous or other Architectural Guidelines, with exception of Exhibit 'A' as attached, due to redundancy and no documentation of Declarant or Board approval. Those previous or other Architectural Guidelines shall include, without limitation, Architectural Guidelines adopted the 10th day of January 2001, Architectural Control Committee document with attachment of specific provisions (beginning with landscaping ending with dog houses), and/or any other Architectural Guidelines, with exception of Exhibit 'A' as attached. Repealed Architectural Guidelines shall not be applicable or enforceable and shall not be held part of the Governing Documents for the Association; and

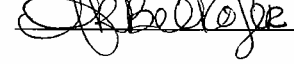
BE IT FURTHER RESOLVED, this resolution shall be sent to each Member at the address of record with the Association.

This policy resolution was adopted by the Board of Directors on APRIL 21, 2003 and shall be effective immediately. Approved and recorded in the Minutes of the meeting on APRIL 21, 2003.

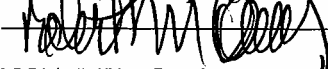
Greensprings West Owners' Association, Inc.

By: 
C. Lewis Waltrip, II
President, Greensprings West Owners' Association, Inc.

By: 
Christopher W. Gwaltney
Reviewer, Architectural Review Committee
Greensprings West Owners' Association, Inc.

Certified By: 
STATE OF VIRGINIA
CITY/COUNTY OF JAMES CITY, to wit:

The foregoing instrument was acknowledged before me this 21 day of APRIL, 2003, by C. Lewis Waltrip II
President, Greensprings West Owners' Association, Inc.


NOTARY PUBLIC
My Commission Expires: 9/30/03