Generation Cluster Association Handbook
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**Administration of Cluster**

The Generation Cluster Association is a non-profit corporation composed of all Cluster homeowners. A Board of Directors that is composed of at least five elected members—president, two vice presidents, secretary, and treasurer—manages the affairs of the Association. Board members are elected at the annual Cluster Association meeting and serve three-year terms. The Board meets regularly during the year and the meetings are open to all Association members.

The Board of Directors’ responsibilities include:

- Creating the Cluster’s proposed annual budget that is voted on at the Association’s annual meeting.
- Managing Cluster finances.
- Contracting for Cluster services such as common grounds maintenance and snow and trash removal.
- Overseeing compliance of Cluster bylaws and regulations.
- Conducting the annual Association meeting.

The Board of Directors’ administration of the Cluster adheres to the Reston Deed, Bylaws of Reston, and Bylaws of the Generation Cluster Association. The Board encourages each homeowner to become familiar with the governing rules and regulations in these documents. The Reston Association documents can be obtained at 12001 Sunrise Valley Drive, Reston, Virginia, on the Association website, or by calling (703) 435-6530.

The Board of Director has retained Capitol Property Management to handle Generation Cluster Association operational matters in accordance with policies that the Board established. The services that the management company provides include:

- Collecting Cluster dues.
- Paying Cluster bills.
- Maintaining the Cluster financial books and issuing monthly financial reports.
- Assessing and negotiating Cluster service contracts.
- Preparing documents for the Cluster Board meetings and the annual Association meeting.

Association members should contact Taylor Vasicek (tvasicek@capitolcorp.com) at Capitol Property Management (703-707-6404) if they have questions about:

- Payment and collection of Cluster dues.
- Suggestions or complaints about common services such as trash pick-up, common ground maintenance, snow removal, and parking.
- Covenant violations.
- Assistance with a homeowner’s maintenance problem.
- Other related matters for which a homeowner may need help.
**Cluster Dues**

Annual dues for the coming year are determined at the Association’s annual meeting in November. Homeowners are billed quarterly and responsible for the timely payment of their dues. The dues cover the Cluster’s operating expenses and pay for services for which the Cluster contracted. A portion of the dues are held in a reserve fund that is used to repair or replace Cluster infrastructure items such as the parking lots, sidewalks, curbs, playgrounds, footbridge, and retaining walls. Virginia mandates that cluster and condominium associations have reserves to maintain their infrastructure.

The Cluster’s management company sends the quarterly bills to homeowners prior to January 1st, April 1st, July 1st, and October 1st. Payments are due on the 1st of those months. Payments not made by the 30th of those months are considered overdue and assessed a 10-percent late fee. If the dues and late fees are not paid in a reasonable period of time, the Board will submit the homeowner’s account to the Cluster’s attorney for collection. When this occurs, the homeowner is also liable for all collections costs. In addition, the Board can withdraw the homeowner’s parking privileges.

**Trash**

The Cluster’s trash service company—American Disposal Services—collects trash every Tuesday and Friday, except for Thanksgiving, Christmas, and New Year’s Day. Residents are asked to put their trash out by 7 AM the morning of the collection and not the night before in order to avoid attracting animals. Residents should collect their empty trash containers the evening of the pickup.

- American Disposal will pick up hedge and tree trimmings and scrap wood if cut into four-foot lengths and tied into bundles or bagged.
- For large items such as furniture, appliances, rug remnants, or lumber from home repairs, residents must call American Disposal (703-368-0500) to arrange a special pickup. Residents are responsible for any charges associated with the special pickup.

**Recycling**

American Disposal Services picks up recycling materials on Fridays. The company provides plastic recycling containers. The following can be recycled:

- Newspapers, magazines, and other mixed paper products.
- Glass containers such as bottles and jars.
- Plastic containers.
- Metal food and beverage containers.
- Scrap metal.
- Cardboard boxes if flattened. To be picked up for recycling, large pieces of cardboard must be cut down or folded to 36-inch lengths and 36-inch widths.
Leash Laws

Fairfax County leash laws are in effect in the Cluster. Residents should:

- Keep their dogs on a leash when outside and pick up all droppings.
- Not walk their dogs in areas in grassy areas and islands where children play.
- Use wooded areas for walking dogs.
- Not let their dogs relieve themselves on flower beds and shrubs in the Cluster.
- Keep their cats under control on their property and not allow them to roam freely.

Children Play Areas

The Cluster has two playground areas. One playground is located behind 2382 Generation Dr. and the other behind 2301 Millennium Lane. Children also can play on all common ground provided Cluster property isn’t damaged. However, they should not play in the parking lots for safety reasons.

Parking

Each home receives two residents decals and a hangtag for visitors. Please see the Cluster’s parking regulations and overflow parking plan in Attachment A.

Speed Limit

The Cluster’s speed limit is 10 mph.

Maintenance and Covenant Regulations

Reston Association covenants and Cluster By-laws require homeowners to maintain their properties. The Cluster Board will notify the homeowners by letter of violations—such as peeling paint, rotten trim or siding, overgrown yards, etc. The letter also will include the specific corrective actions that a homeowner must take and a completion date for the work. If the homeowner fails to comply, the Board will submit a formal complaint to the Reston Association, which has the authority to take legal action to have the corrective work done and place a lien on the property.

Exterior Changes/Improvements to Homes and Property

Reston Association and Generation Cluster have strict rules and regulations for changes to the exterior of a property. Residents should contact Capitol Property Management before making any exterior changes/improvements to their homes or landscaping to ensure they meet Reston Association and Cluster standards. See Attachment B that discusses the procedure for making exterior changes/improvements.
Attachment A

Parking Regulations

GENERATION CLUSTER ASSOCIATION  Policy Resolution No, 2007 – 1
(Establishing a Parking Policy and Rules and Regulations)

WHEREAS, Article IV, Section 1 of the Bylaws of Generation Cluster Association (“Bylaws”) provides that the affairs of the Association shall be managed by its directors; and,

WHEREAS, Article VII.2 of the Protective Covenants (Deed of Dedication of Reston) provides that a Cluster Association member’s use and enjoyment of Cluster Common Area is subject to such reasonable rules and regulations, including parking rules, which may be promulgated by the Board of Directors; and,

WHEREAS, Article II, Section 3 of the Declaration of Covenants, Conditions and Restrictions (“Declaration”) and Article X, Section 3 of the Bylaws of Generation Cluster Association (“Bylaws”) provide that the Association can assign one designated reserved parking space to each Lot; and,

WHEREAS, the Board of Directors has previously adopted rules and regulations relating to the parking of vehicles on the Property; and,

WHEREAS, the Board believes it to be in the best interests of the Association to revise and update the rules and regulations relating to the parking of vehicles on the Property.

NOW THEREFORE, be it resolved that the Board of Directors hereby adopts the following policy, rules and regulations regarding the parking, use and maintenance of vehicles upon the Cluster Association Property and hereby revokes all other rules, regulations and policy resolutions regarding these subjects:
Overview of Cluster Association Parking Plan Policy

Each Lot will retain its current reserved parking space for the exclusive use of household members and guests. All other parking spaces in the lot are unreserved and may be used by eligible vehicles. The regulations allow each Lot to have two (2) vehicles on Cluster Property, with allowance made for one additional vehicle for those residents who can show a need for a third resident vehicle. **The third vehicle with an overflow sticker must be parked in Overflow Areas**—unreserved spaces on upper Generation Drive and parallel parking on Millennium Lane. **There will no longer be any grandfathered allowances for more than three vehicles.** Residents with more than three vehicles must park on Glade Drive, or find other alternative parking. Stored vehicles will no longer be allowed. (See Section 2.5).

Visitors may park in any unreserved parking spaces or reserved parking of the resident of the Lot they are visiting. Visitors who will park in the Cluster must display a guest permit in their vehicle. (See Section 3.2).

Motorcycles belonging to a resident must be parked in the reserved space and may share the space with another vehicle. (See Section 1.4).

Vehicles of residents will be identified on the lot by a resident parking permit sticker, which must be visibly displayed in the vehicle. The **required** place for the permit sticker is on the lower left side of the rear window. The Cluster Association’s Management Company, Capitol Property Management (“Management Company”) will be in charge of distribution of all parking permits. Each Lot will receive two (2) resident primary parking permit stickers and one (1) guest parking permit hangtag. Residents may apply for an overflow parking permit for a third resident vehicle. Resident and resident overflow parking permits are not assignable or transferable. Applications for the resident overflow permits must include proof that all three (3) resident vehicles are vehicles owned by residents whose primary place of residence is the Lot.

Commercial vehicles are defined and shall not be allowed to park in Generation parking areas overnight. (See Section 1.3.1). Recreational vehicles are prohibited. (See Section 1.3.2). PODS or similar storage containers may occupy the resident’s assigned parking space for not more than one month, and Capitol Property Management must be notified of the intent to use such a storage container. (See Section 2.4)

**Enforcement of the parking policy will be by patrol of a contract towing company.**
A vehicle is subject to immediate towing without notice to the vehicle owner if the vehicle is (a) parked in a designated fire lane or within fifteen feet of a fire hydrant; (b) not displaying a valid resident parking permit sticker, guest parking permit hangtag, or resident overflow parking permit in or on the vehicle; (c) improperly parked in a reserved parking space of another Lot; (d) in repeated violation of the rules in section 4.2.3, or (e) constituting a safety hazard. (See section 4.2.2)

The Board of Directors may modify the rules or the assignment of reserve parking spaces in order to accommodate unusual circumstances involving individual Lot owners.
Section 1: General Information

1.1 All vehicles must have current and valid license plates and safety inspection stickers. Vehicle owners must comply with all applicable laws, ordinances, and regulations of the Commonwealth of Virginia and Fairfax County, Virginia governing the operation and registration of motor vehicles.

1.2 Owners, their tenants, employees, servants, agents, visitors, licensees and the families of owners shall obey all parking and vehicle covenants and rules and regulations of the Reston Association and the Generation Cluster Association (“Cluster Association”).

1.3 The Cluster Association common area private streets, courts, and parking areas are private property and, as such, only Cluster Association members, their tenants, employees, servants, agents, visitors, licensees, and the families of Cluster Association members may park there.

1.3.1 No commercial vehicles shall be parked overnight in common area parking lots and private streets. For purposes of this policy resolution, the term “commercial vehicle” shall mean: (i) any special purpose vehicle including, but not limited to, tow trucks, dump trucks, hearses, tractors, ambulances, or construction vehicles and equipment, unless these vehicles are performing services on the Property; (ii) any vehicle with commercial signs, advertising or visible commercial or business equipment; (iii) any vehicles for hire (e.g. taxis, limousines); and (iv) any vehicle defined by the Virginia Code or the Fairfax County Code as a commercial vehicle.

1.3.2 The parking or storage of Recreational Vehicles on Cluster Association Property and the Lots is prohibited. For purposes of this policy resolution, the term “recreational vehicle” shall include the following vehicles: camping trailers, camper vans, truck and van campers, travel trailers, motor homes, boats, and vehicle trailers or any kind of similarly designed vehicle.

1.4 Every vehicle on Cluster Association Property must be parked within the confines of a designated parking space. Designated parking spaces shall be marked by lines drawn on the parking lot and signs posted around the Cluster Association Property. Vehicles not parked in a designated parking space may be towed following a warning notice and non-qualified vehicles (as specified in Sections 2 and 3 of this policy resolution) may be removed by towing without notice to the owner. Motorcycles shall be parked in the reserved parking spaces assigned to the Lots where motorcycle owners reside or are visiting. One (1) motorcycle may share the space with one additional vehicle provided that both vehicles can be parked within the confines of the designated parking space. If the motorcycle owner chooses to park in an unreserved space, the motorcycle must display one of the residents assigned parking stickers. Owners of motorcycles may use no more than 2 (two) parking spaces in the primary parking area for their vehicles.

1.5 The parking areas are designated as primary parking areas and overflow parking areas (see attached site plan).
1.5.1 Primary parking areas are defined as the spaces directly in front of the Lots. A **maximum of two** (2) resident vehicles from each Lot may be parked in the primary parking areas. Visitors may also park in the primary parking areas in any unreserved space.

1.5.2 Overflow parking is defined as the parallel parking on Millennium Lane and the unreserved parking spaces at the upper end of Generation Drive before the speed control humps. Vehicles with valid resident primary parking permit stickers and guest parking permit hangtags may be parked in the overflow parking areas. A Lot having a third resident vehicle **must** park the third vehicle in the overflow area and the vehicle must display a resident overflow parking permit.

1.6 Parking on Cluster Property shall be regulated by a parking permit policy as described in Sections 2 and 3 of this plan. Resident Parking regulations are described in Section 2. Visitor Parking regulations are described in Section 3 of this Policy Resolution.

**Section 2: Resident Parking**

2.1 Each Lot shall have one (1) specifically designated reserved parking space for the exclusive use of that Lot’s residents and their guests.

2.1.1 Locations of designated parking spaces shall be determined by the Board of Directors.

2.1.2 Designated reserved parking spaces shall not be left empty except for those times when residents are not at home, the house is empty, the parking space is being saved for someone who will arrive later in the day, or some other emergency condition exists (such as snow or dangerous ice in the spot).

2.2 **A maximum of three** (3) resident vehicles per Lot may be parked at one time on Cluster Association Property.

2.3 Every resident vehicle must visibly display a parking permit.

2.3.1 Each Lot will receive two (2) primary permits. Vehicles displaying the primary permits may park in the reserved space assigned to the Lot and any unreserved space on Cluster Association Property.

2.3.2 A resident overflow parking permit, which is a different design than a resident primary permit sticker, may be obtained for the resident’s third vehicle. **Vehicles displaying the overflow permit shall only park in the overflow areas.** (See attached Parking Plan with overflow spaces.)

2.3.3 In the event permits are lost, a $50 fee will be charged in order to obtain a replacement permit. Waiver of the $50 fee may be considered by the Board under extenuating circumstances. Residents will require Board authorization to obtain a new permit.
2.4 PODS or similar storage containers may occupy the assigned parking space of the resident for no longer than a month. The resident must notify the Management Company when such a storage container will arrive and the date it will be removed. If the resident owns two vehicles, one of those vehicles must park in the overflow area or on Glade Drive during the duration of the storage container rental. Failure to abide by these regulations will result in the assessment of a monetary charge of $10.00 per day until such time as the container is removed.

2.5 Parking a vehicle anywhere on Cluster Association Property for more than forty-five (45) days without regular use, either covered or not, is prohibited. Simply moving a vehicle from one spot to another does not constitute use. Such stored vehicles will need to be moved to premises away from Cluster Association Property for continued storage. Exceptions may be made for people deployed to other areas for extended periods, i.e. military or government employees, unless their residence is leased to other occupants who will be using the parking spaces. The Management Company must be notified about the intent to store vehicles on Cluster Association Property during an extended absence.

2.6 Parking privileges may be suspended or revoked at such time that an owner is in violation of the Virginia Property Owners’ Association Act or Cluster Association Bylaws or Rules and Regulations.

**Section 3: Visitor and Guest Parking**

3.1 Visitors and guests may park in any unreserved parking space, the overflow parking area, or the reserved parking space assigned to the Lot of the resident he or she is visiting.

3.2 Each Lot will receive one (1) guest parking permit hangtag. Visitors and guests must visibly display the guest parking permit in their vehicle. A visiting vehicle shall not use the guest permit for a period of longer than 2 weeks at any one stay.

3.3 The use of guest parking permit tags in resident vehicles is prohibited.

**Section 4: Notification and Enforcement**

4.1 Notification of Regulations

4.1.1 All owners and residents of Generation Cluster will receive a copy of these regulations and a schematic of the parking lots showing each resident’s designated reserved parking space.

4.1.2 Parking signs shall be displayed at the entrance to Generation I and Generation II to disclose the permit policy, fire lane policy, and 10 MPH speed limit for the cluster.
4.2 Enforcement of Regulations

4.2.1 The Board of Directors may have any vehicle not in compliance with these regulations removed from Cluster Association Property. The Board may delegate this authority to the Management Company. The owners of Lots are authorized to have a vehicle removed from the reserved parking space assigned to the owner’s Lot. The Lot owner assumes all liability for damages sustained by a vehicle owner for a wrongful towing of a vehicle from the reserved parking space assigned to the owner’s Lot.

4.2.2 Violations Subject to Immediate Action: Any vehicle (a) parked in a designated fire lane or within fifteen feet of a fire hydrant, (b) not displaying a valid resident parking permit sticker, guest parking permit hangtag, or resident overflow parking permit in or on the vehicle, (c) improperly parked in a reserved parking space of another Lot, (d) in repeated violation of the rules in section 4.2.3, or (e) constituting a safety hazard, shall be subject to immediate towing without notice to the vehicle owner.

4.2.3 Violations Subject to Notice Before Action is Taken. The owner of a vehicle not in compliance with all other parking rules and regulations and covenants shall be notified of the violation by the posting of notice on the vehicle. If the violation is not corrected within seventy-two (72) hours, the vehicle may be removed from the Property by towing. Subsequent violations of these rules within a twelve month period shall subject the vehicle to immediate towing without notification to the vehicle owner and suspension of parking privileges.

4.2.4 Failure to Pay Cluster Association Assessments. The Board of Directors reserves the right to suspend the parking privileges assigned to a Lot if the Owner of the Lot fails to pay any assessment due to the Cluster Association within sixty (60) days of the due date until all assessments are paid in full including costs of collections and any reasonable attorney’s fees associated with the collection of the assessment debt. Before parking privileges are suspended, the Owner of the Lot shall be afforded the right to a hearing before the Board of Directors in accordance with the requirements of Section 55-513 of the Virginia Property Owners’ Association Act.
Generation I Overflow Parking
Generation II Overflow Parking
Attachment B

Procedure for Changes/Improvement to a Generation Cluster Residence’s Exterior or Landscaping

Capitol Property Management and Reston Association (RA) inspect homes in the cluster when they are for sale to ensure their exteriors and landscaping meet cluster and RA standards. During the pre-sale inspection, Reston Association often looks over neighboring properties. These inspections have led to a number of issues that sellers must correct prior to the sale of their property as well as unexpected letters to neighboring properties about violations of standards.

In an effort to help homeowners avoid such surprises in the future, the Cluster Board strongly recommends that homeowners follow the steps outlined below before making any changes or improvements to the exterior of their residence or landscaping, including those addressed in *Cluster Architectural Standards and Color Palette* on the cluster website [https://generationcluster.com](https://generationcluster.com). Homeowners should:

1. Refer to *Cluster Architectural Standards and Color Palette* and Reston Association Design Guidelines for Cluster Housing ([www.reston.org](http://www.reston.org)) for guidance on any planned changes or improvements.

2. Fill out the Reston Association form *Design Review Application (DRA)* found on the RA website [www.reston.org](http://www.reston.org). Please include all required information such as specific design plans and signatures. Although Reston Association may not require homeowners to submit a DRA for some changes and improvements, homeowners may find it helpful to at least check with the Cluster Board for information which may pertain to these changes and improvements.

3. Submit the *Design Review Application* and other required and supporting documentation to Capital Property Management by emailing it to Taylor Vasicek (tvasicek@capitolcorp.com) or faxing to 703-707-6401. The company will return the approved application to you with the board signature for you to submit to the Design Review Board.

After reviewing the application, the Cluster Board will either approve the application and send you the application with board signature for you to submit to DRB, or disapprove the application and return it to you for changes based on the *Cluster Architectural Standards and Color Palette* and the Reston Association Design Guidelines for Cluster Housing. Capitol Property Management will notify the homeowner of the Cluster Board’s decision within 10 business days.

The Cluster Board hopes that having homeowners submit a DRA before making any changes or improvements to their homes’ exterior or landscaping will help avoid some of the confusion and problems that have occurred in the past. If you have any questions about the procedure, please contact Capitol Property Management.