SEQUOIA MANAGEMENT
4795 MEADOW WOOD LANE • SUITE 300 WEST • CHANTILLY, VA 20151-2234
www.sequoiamanagement.com

MEMORANDUM

TO: Bridlewood Community Association Homeowners

FROM: Kelsey Shalaby, CMCA®
Community Manager

RE: Policy Resolution 26-01
Due Process Procedures

DATE: October 27, 2026

Policy Resolution 26-01 – Due Process Procedures

The Bridlewood Community Association Board of Directors has adopted Policy Resolution 26-01, establishing procedures for addressing alleged violations of the Association's governing documents, rules and regulations, and applicable law. The Resolution became effective September 15, 2026.

The Resolution outlines the process for submitting and investigating written complaints, issuing notices of violation, and providing homeowners with a reasonable opportunity to correct identified violations before a hearing is scheduled.

If a violation remains unresolved, the Resolution provides for a hearing before the Board of Directors, including at least 14 days' advance notice and an opportunity for the homeowner to present information and respond to the allegations. Written notice of the hearing results is provided within seven days.

The Resolution also identifies enforcement measures the Board may consider, including suspension of common area and recreational facility privileges, authorized corrective action, and legal remedies, subject to the procedures and requirements set forth in the Resolution.

A copy of Policy Resolution 26-01, including the notice and hearing forms, is enclosed with this memorandum for your records. Homeowners are encouraged to review the Resolution in its entirety for the complete due process and enforcement procedures.

BRIDLEWOOD COMMUNITY ASSOCIATION, INC.

POLICY RESOLUTION NO. 26-01

Due Process Procedures

WHEREAS, Section 12.02 of the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Bridlewood Community Association ("Declaration") provides that the Board of Directors ("Board") of Bridlewood Community Association, Inc. ("Association") shall adopt and promulgate reasonable rules and regulations regarding the administration, interpretation and enforcement of the Declaration;

WHEREAS, Section 4.01 of the Bylaws of Bridlewood Community Association ("Bylaws") provides that the business and affairs of the Association shall be managed by the Board;

WHEREAS, Section 4.01 of the Bylaws further provides that the Board shall have the power to exercise all Association powers, except those powers which are, by Virginia law, the Articles of Incorporation, Declaration or Bylaws (collectively, "Governing Documents"), reserved to the members;

WHEREAS, Section 6.04 of the Declaration provides that the Association shall have the power and authority to suspend, for a period not to exceed sixty days, the right of enjoyment of any Owner or the licensee and privilege of enjoyment of any tenant, resident, guest or other person, in connection with the enforcement of any rules or regulations relating to the common areas and the recreational facilities;

WHEREAS, Section 6.04 of the Declaration further provides that if the violation has not been corrected at the end of such sixty day period, the Association shall have the authority to renew the suspension for additional, successive sixty day periods;

WHEREAS, Section 8.02 of the Declaration provides that in the event any violation or attempted violation of any of the covenants or restrictions contained in the Declaration or any Supplemental Declaration shall occur or be maintained upon any lot, or in the event of any other conduct in violation of any of the provisions or requirements of this Declaration, including the failure to perform necessary exterior maintenance in a timely fashion, and is not promptly removed or abated within fifteen days of written notice from the Architectural Control Committee, then the Association shall have the right, through its agents and employees (but only after a Resolution of the Architectural Control Committee), to enter upon such lot and to take such steps as may be necessary to remove or otherwise terminate or abate such violation and the cost thereof may be assessed against the lot upon which such violation occurred and when so assessed, a statement for the amount thereof shall be rendered to the owner of said lot, at which time the assessment shall become due and payable and a continuing lien upon such lot, in all respects (and subject to the same limitations) as provided in A1iicle IV of the Declaration;

WHEREAS, Section 55.1-1819.A of the Act provides that any established rule or regulation, including those adopted by the Board, may be enforced by an action or suit normally

available to the owner of private property in Virginia to recover sums due, for damages or injunctive relief, or for any remedy available at law or in equity;

WHEREAS, Section 55.1-1828.A of the Act, provides that every owner, and all those entitled to occupy a lot shall comply with all lawful provisions of the Act and the Declaration and any lack of compliance shall be grounds for an action or suit to recover sums due, for damages or injunctive relief, or for any remedy available at law or in equity;

WHEREAS, Section 55.1-1819.B of the Act provides the Board of Directors with the power, to the extent the declaration or rules and regulations adopted pursuant thereto expressly so provide to suspend a member's right to use facilities or services, including utility services, provided directly through the association for nonpayment of assessments which are more than sixty days past due and assess charges against any member for any violation of the declaration or of the rules and regulations for which such member or his family members, tenants, guests or other invitees are responsible;

WHEREAS, Section 55.1-1819.C of the Act provides that certain procedures must be followed before such rights may be suspended and monetary charges imposed;

WHEREAS, for the benefit and protection of the Association and its members, the Board deems it necessary and desirable to establish a procedure to assure due process in cases where there is a question of compliance by a member or occupant of a lot with provisions of the Act or Governing Documents, thereby attempting to minimize the necessity of seeking action in or through a court of law; and

WHEREAS, it is the intent of the Board to establish procedures where action must be taken relative to questions of compliance by an individual with the provisions of the Act, the Governing Documents or the Association rules and regulations ("Rules and Regulations").

NOW, THEREFORE, BE IT RESOLVED THAT the Board adopts the following due process procedures which shall supersede and replace any previously adopted policies or procedures relating to the same subject.

ARTICLE I
VIOLATIONS of GOVERNING DOCUMENTS, ACT or RULES AND REGULATIONS

Section 1.1 Actions Prior to Initiation of Formal Due Process Procedures

A. Informal Request. Any owner, director, officer or managing agent may request that an owner cease or correct any act or omission which appears to be in violation of the Act, the Governing Documents or Rules and Regulations. Such informal requests may be made *before* formal due process procedures are initiated but failure to make such requests shall not preclude proceeding with additional due process procedures provided below.

B. Disputes Between Owners. In the case of disputes between owners regarding activities within lots, the Association will generally not become involved in the dispute or act on a complaint, *unless* two or more owners complain in writing.

Section 1.2 Written Complaint

A. Formal Complaint. Informal actions described in Section 1.1 of this Resolution are not required to initiate due process procedures. The Due Process Procedure shall be initiated upon the filing of a written complaint ("Complaint") with the managing agent signed by an owner, officer, Board member or managing agent ("Complainant"). The Due Process Procedure may also be initiated by a vote of a majority of the Board.

B. Contents of Complaint. The Complaint shall constitute a written statement of charges which shall set forth in ordinary and concise language the acts or omissions with which the owner or tenant ("Respondent") is charged. The Complaint shall identify, when possible, the specific provisions of the Act, the Governing Documents or the Rules and Regulations which the Respondent is alleged to have violated and shall contain basic supporting facts. When possible, and if appropriate, supporting documentation showing the date and detailed description of the violation shall be provided. The Complaint must be as specific as possible as to times, dates, places, acts or omissions and persons involved. If the problem involves a pet, the Complaint should reasonably identify the pet, if possible.

Section 1.3 Notice of Violation

A. Confirmation. Upon receipt of a Complaint, the managing agent or Association representative will investigate the Complaint to determine whether the Complaint accurately identifies a violation of the Act, Governing Documents or Rules and Regulations.

B. Preliminary Investigation. The managing agent may conduct a preliminary investigation or refer the Complaint to the Board to conduct a preliminary investigation to determine the validity of a Complaint.

C. Notice of Violation. If determined that the Complaint identifies a violation of the Act, Governing Documents or Rules and Regulations, the managing agent shall provide a Notice of Violation, substantially in the form attached as Exhibit A, to the Respondent. The Notice of Violation will include the time, date, place, if available, and nature of the conduct or condition, a reasonable opportunity to cure the alleged conduct or condition, and the proposed action that may be taken if the conduct or condition is not cured. The Notice of Violation should offer the Respondent the opportunity to take corrective action and specify the time period for corrective action. A copy of the Notice of Violation will also be provided to the Board.

D. Delivery of Notice. The Notice of Violation shall be sent by first-class mail or shall be hand-delivered to Respondent at the address appearing on the books of the Association.

E. Corrected Violation. If the violation has been corrected or the Complaint is invalid for any reason, the managing agent shall respond in writing to the Complainant.

Section 1.4 Notice of Hearing

A. Notice of Hearing. If the violation is not remedied within the time period specified in the Notice of Violation, the managing agent will schedule a hearing before the Board.

B. Delivery of Notice. The Board shall provide notice of the time, date and place of the hearing ("Notice of Hearing") to all parties at least 14 days prior to the date of the hearing by hand-delivery or registered or certified mail, return receipt requested.

C. Contents of Notice. The Notice of Hearing shall be sent to the Respondent at the address appearing on the books of the Association. The Notice of Hearing should be substantially in the form attached as Exhibit B, shall cite the specific violations of the Act, Governing Documents or Rules and Regulations and provide a description of actions that the Board may take if a violation is found. A copy of the Notice of Violation shall be provided with the Notice of Hearing.

Section 1.5 Cease and Desist Request

The Board has discretion to issue a Cease and Desist Request which should be substantially in the form attached as Exhibit C.

Section 1.6 Hearing

A. Presiding Officer. The Association President or a designated Board member shall preside over the hearing ("Presiding Officer"). Association legal counsel may attend the hearing and preside over the hearing at the request of the Board.

B. Legal Counsel. The Respondent may, but is not required, be represented by counsel at the hearing.

C. Procedures. At the beginning of the hearing, the Presiding Officer shall explain the procedures and conduct of the hearing as determined by the Board. The hearing need not be conducted according to common law, statutory law or other rules governing evidence, witnesses and relevancy. Generally, any relevant information shall be admitted.

D. Attendance. Neither the Complainant nor the Respondent are required to attend the hearing. If the Respondent does not appear at the hearing and has not requested an alternate date for the hearing, the hearing shall proceed in the Respondent's absence. Written statements may be introduced by a party if a copy of the statement is provided to the opposing party. At the request of either the Complainant or the Respondent, the Board may agree to conduct the hearing in executive session.

E. Failure to Attend. If the Respondent fails to attend the hearing without providing reasonable and satisfactory explanation, the owner shall be deemed to have waived the right to such hearing and the hearing shall proceed in the Respondent's absence.

F. Rescheduling. The Board may reschedule any hearing within its discretion upon good cause shown by any party. Notice of the rescheduled hearing date will be provided to the Respondent at the Respondent's address of record by certified and regular mail and electronic mail if the lot owner has provided an email address.

G. Statement, Documentation, Testimony and Witnesses. Each party shall have the right to do the following, but may waive any or all of these rights:

(1) Make an opening statement;

(2) Introduce documentation, testimony and witnesses;

(3) Ask questions of opposing witnesses;

(4) Rebut documentation and testimony; and

(5) Make a closing statement.

The Complainant and the Respondent may be called and questioned regardless of whether they testify on their own behalf.

Section 1.7 Decisions

A. Deliberation. Following the hearing, the Board may deliberate in executive session to determine whether information provided is sufficient to confirm noncompliance. The Board may determine appropriate action to prompt correction of the conduct or condition and achieve compliance with the Act, Governing Documents or Rules and Regulations. Decisions are made by majority vote, in open session.

B. Notice of Hearing Results. Within seven days of the hearing, a notice of the hearing result ("Notice of Hearing Result") shall be mailed by registered or certified mail, return receipt requested or hand-delivered to the Respondent summarizing any decision made by the Board at the hearing. The Notice of Hearing Result should be substantially in the form attached as Exhibit D.

Section 1.8 Records

Copies of all correspondence related to violations shall be maintained in the lot file.

ARTICLE II
TENANTS

If the person charged with a violation of the Act, the Governing Documents or the Rules and Regulations is a tenant, the lot owner shall have all rights established in Article 1 - notice and opportunity to cure the alleged violation, notice of hearing and hearing before the Board.

ARTICLE III
SANCTIONS

Section 3.1 Suspension of Privileges

Compliance action imposed by the Board may, but is not required to, include suspending the Respondent's right of enjoyment to the common area and recreational facilities in accordance with the Declaration and Section 55.1-1819.B of the Act for an initial period of sixty days which may be renewed by the Board for additional, successive sixty day periods until the violation is corrected.

Section 3.2 Additional Remedies

Additionally, the Board may impose, but is not limited to the following:

(1) Initiating self-help remedies when appropriate and authorized by the Governing Documents;

(2) Assessing expenses incurred during self-help remedies to the Respondent;

(3) Authorizing Association legal counsel to file legal action for damages or injunctive relief in General District Court or Circuit Court; or

(4) Referring to appropriate County or government authorities.

ARTICLE IV
PROCEDURES SPECIFIC TO SELF-HELP

Section 4.1 Initiating Self-Help

In those circumstances in which the Board determines it to be in the best interest of the Association for the Board to initiate self-help remedies, the following procedures shall be applied by the Board after the hearing contemplated above:

A. **Notice of Intent to Engage in Self-Help:** If the Board determines that the Respondent is in violation of the Declaration, then the Board may direct the Association Architectural Control Committee to provide 15 days' notice of the violation and the Association intent to enter the lot to correct the violation.

B. **Resolution of Architectural Control Committee:** If the Respondent fails to correct the violation within fifteen days of the date of the A.Notice of Intent to Engage in Self-Help, the Association Architectural Control Committee will adopt a resolution directing the Association to enter the lot to correct the violation.

C. All charges incurred in engaging in self-help shall be assessed against the owner and collected by the Association in the same manner as all other Association assessments.

ARTICLEV
CONSTRUCTION

Section 5.1 Interpretation and Implementation

This Resolution is intended to ensure that privileges are protected and to serve as a guideline for the Board as it carries out the duty to obtain compliance with the Act, Governing Documents and Rules and Regulations. The Board may determine the specific manner in which the provisions of this Resolution are to be implemented, provided that due process is afforded. Any inadvertent omission or failure to conduct any proceeding in the exact conformity with this Resolution shall not invalidate the results of such proceeding, so long as a prudent and reasonable attempt has been made to ensure due process according to the general steps set forth in this Resolution.

Section 5.2 Legal Action

Notwithstanding any provisions of this Resolution, the Association may initiate legal action at any time without following the procedures set forth in this Resolution if, in the judgment of the Board, the interest of the Association so requires.

Section 5.3 Severability and Emergency Circumstances

These procedures do not preclude the Association from taking accelerated measures if the conduct or condition creates an emergency, including, but not limited to, manifest danger to life or property, or immediately necessary for the preservation and safety of the Association or residents, provided that the noncompliant person is provided adequate notice as circumstances permit, and Association actions are consistent with the Governing Documents.

Section 5.4. Due Process Defined

"Due Process," as used in this Resolution, means:

A. The Respondent shall be notified of the noncompliant condition or conduct;

B. The Respondent shall be given a reasonable opportunity to cure or take corrective action;

C. The Respondent shall be given Notice of Hearing ***at least fourteen days*** in advance;

D. A hearing shall be held at which witnesses may testify and be asked questions, supporting documentation and information may be introduced and the Respondent may be represented by counsel;

E. The Respondent shall be provided the Notice of Hearing Result ***within seven days*** of the date of the hearing; and

F. Basic principles of fairness shall apply.

BRIDLEWOOD COMMUNITY ASSOCIATION, INC.

RESOLUTION ACTION RECORD

Resolution Type: Policy No. 26-01

Pertaining to: Due Process Procedures

Duly adopted at a meeting of the Board of Directors held: September 15, 2026

Motion by: Corey Graham Seconded by: John Griffith

VOTE:	YES	NO	ABSTAIN	ABSENT
John Griffith (Oct 14, 2026 18:31:33 EDT)	⊗			
Director: John Griffith				
Hilary H Loder	⊗			
Director: Hilary Loder				
Corey S. Graham Corey S. Graham (Oct 16, 2026 20:57:46 EDT)	⊗			
Director: Corey Graham				
Nathan Grebasch (Oct 19, 2026 16:03:32 EDT)			⊗	
Director: Nathan Grebasch				

ATTEST:

Corey S. Graham Corey S. Graham (Oct 16, 2026 20:57:46 EDT) 10/14/26

Secretary: Corey Graham Date

Resolution effective: September 15, 2026

#4931-4265-5922

EXHIBIT A
TO THE RESOLUTION

BRIDLEWOOD COMMUNITY ASSOCIATION, INC.

[Date]

VIA FIRST-CLASS MAIL

[HOMEOWNER]
[ADDRESS]
[CITY, STATE ZIP]

Re: Notice of Violation

Dear Owner/Resident:

Pursuant to the Due Process Resolution of Bridlewood Community Association, Inc. ("Association"), this letter provides notice that according to information provided to the Association, [INSERT LOT CONDITION OR BEHAVIOR ALLEGED TO BE IN VIOLATION OF THE ACT, GOVERNING DOCUMENTS OR RULES OR REGULATIONS].

The specific action/condition has been described as follows: [INSERT DESCRIPTION OF LOT CONDITION OR BEHAVIOR ALLEGED TO BE IN VIOLATION OF THE ACT, GOVERNING DOCUMENTS OR RULES OR REGULATIONS].

Before proceeding under the Due Process Procedure, we encourage you to address this condition on your lot. Please take corrective action within ___ days of the date of this letter. Please advise our office of the action you have taken to address this matter. If you fail to take corrective action, the matter will be scheduled for a hearing before the Board of Directors.

Thank you for your prompt attention to this matter and your cooperation. If you have questions, please contact me at _____

Sincerely,

Management Agent

EXHIBITB
TO THE RESOLUTION

BRIDLEWOOD COMMUNITY ASSOCIATION, INC.

[Date]

VIA CERTIFIED MAIL,
RETURN RECEIPT REQUESTED &
FIRST CLASS MAIL

[HOMEOWNER]
[ADDRESS]
[CITY, STATE ZIP]

Re: Notice of Hearing

Dear Owner/Resident:

Pursuant to the Due Process Resolution of Bridlewood Community Association, Inc., this letter notifies you that [INSERT LOT CONDITION OR BEHAVIOR ALLEGED TO BE IN VIOLATION OF THE ACT, GOVERNING DOCUMENTS OR RULES OR REGULATIONS]. Notice of this violation was previously provided to you on _____. Enclosed is a copy of the Notice of Violation letter and the Complaint, which details specific allegations.

A hearing before the Board of Directors is scheduled for [DATE OF HEARING] at [TIME OF HEARING] at [LOCATION OF HEARING]. The hearing will proceed whether you attend the hearing, and if you plan to attend, you may be represented by an attorney. You will be given an opportunity to present any relevant information regarding specific allegations contained in the Complaint and question any witnesses.

If you cannot attend the hearing as scheduled, please contact the managing agent at [CONTACT INFORMATION], so that an alternative date may be scheduled.

If you are found in violation of the Act, Governing Documents or Rules and Regulations as set forth in the Complaint, the Board of Directors has authority to seek compliance by imposing sanctions, including suspension of enjoyment of common area and recreational facilities for an initial period of 60 days, which shall be extended for additional, successive 60 day periods for the duration of the violation, pursuing self-help remedies and assessing expenses incurred in resolving the matter, issuing a Cease-and-Desist letter, and/or pursuing legal action, including an order of abatement, if the Board of Directors determines legal action appropriate.

If you have questions, please contact _____at _____

Sincerely,

Board of Directors

EXHIBIT C
TO THE RESOLUTION

BRIDLEWOOD COMMUNITY ASSOCIATION, INC.

[Date]

VIA CERTIFIED MAIL,
RETURN RECEIPT REQUESTED *&*
FIRST CLASS MAIL

[HOMEOWNER]
[ADDRESS]
[CITY, STATE ZIP]

Re: Cease and Desist Order

Dear Owner/Resident:

Pursuant to the Due Process Resolution ofBridlewood Community Association, Inc., the Board of Directors hereby orders you to CEASE AND DESIST the following acts or actions in violation of: .....

[INSERT LOT CONDITION OR BEHAVIOR ALLEGED TO BE IN VIOLATION OF THE ACT, GOVERNING DOCUMENTS OR RULES OR REGULATIONS].

This order will remain in effect until it is lifted by the Board of Directors. Your immediate attention to these matters is requested.

Sincerely,

Board of Directors

EXHIBITD
TO THE RESOLUTION

BRIDLEWOOD COMMUNITY ASSOCIATION, INC.

[Date]

VIA CERTIFIED MAIL
RETURN-RECEIPT REQUESTED

[HOMEOWNER]
[ADDRESS]
[CITY, STATE ZIP]

Re: Hearing Results

Dear Owner/Resident:

At the hearing before the Board of Directors ("Board") of Bridlewood Community Association, Inc. ("Association") on [DATE OF HEARING] at [TIME OF HEARING] at [LOCATION OF HEARING], the Board voted to take the following action:

☐ The violation(s) was remedied. No further action will be taken.

☐ The Board determined that a violation occurred and takes the following action(s):

- ☐ Suspension of enjoyment of common area and recreational facilities for an initial period of 60 days, which shall be extended for additional, successive 60 day periods for the duration of the violation.
- ☐ The Association is authorized and directed to initiate self-help to correct the violation and assess the costs of taking corrective action to the Owner.
- ☐ Association legal counsel is authorized to initiate legal action seeking damages, injunctive relief or an order of abatement.

If you have questions or other concerns, please contact Association management at _____.

Sincerely,

Management Agent