

**AQUIA HARBOUR  
PROPERTY OWNERS ASSOCIATION, INC.**

**BY-LAWS**

**1221 Washington Drive  
Stafford, VA 22554**

AHPOA  
BYLAWS  
ADOPTIONS, AMENDMENTS, ADDITIONS

October 18, 1980	Bylaws adopted by the Membership
September 4, 1980	Additions and/or deletions adopted by the Membership
October 17, 1981	Additional Committees - Art. XXIII
April 26, 1983	How to Amend the Bylaws - Art. XII
May 3, 1983	Aquia Legal Compliance Committee - Art. XXIV
September 8, 1984	Meetings of Active Members - Art. XVIII
October 19, 1985	Rental Properties - Art. XXI
October 3, 1992	Meetings of Members - Sections 1 and 2 of Art. XVIII
October 18, 1986	Membership -Art. XVI
October 15, 1988	New set of Bylaws adopted by the Membership
October 15, 1988	Aquia Legal Compliance Committee - Art. XXIV, Sect. 7
October 15, 1988	Rules of Expenditure - Art. XIV
October 19, 1991	Use of Opinion Polls and Survey - Art. XXVI
October 19, 1991	Removal of a Director - Art. VII
October 19, 1991	Procurement-Contracting/Purchasing - Art. XV
October 21, 1995	Executive Committee reference deleted - Art. XIV
October 21, 1995	Fiscal Year - Art. IV
October 21, 1995	Outstanding Debts - Art. XIV
October 19, 1996	Number of Directors - Art. VI
September 25, 1999	Board Power Limitations (Executive Committee amended and renamed) – Art. X
September 25, 1999	Reserve Fund Account - Art. XIV
October 21, 2000	Rules of Expenditure - Sections Four (4) and Five (5) of Article XIV
June 23, 2001	How to Amend the Bylaws - Sections 1, 2, 3 and 4 of Article XII amended
June 10, 2006	Treatment and Care of Animals
June 19, 2010	Procurement-Contracting/Purchasing - Art. XV amended

## TABLE OF CONTENTS

Art.	Sect.	PART ONE: INTRODUCTION	Page
		FOREWORD	1
I	1	NAME AND LOCATION	2
II	2	DEFINITIONS	2
III	3	CORPORATE SEAL	4
IV	4	FISCAL YEAR	5
		PART TWO: DIRECTORS	
V		ELECTIONS	5
	1	Procedures	
	2	Resume'	
	3	Election Report	
	4	Proxies	
VI		RESPONSIBILITIES	6
	1	Authority/Qualifications	
	2	Number/Elected Annually	
	3	Removal	
	4	Vacancies	
	5/6	Annual Budget	
VII		OFFICERS	7
	1	Titles/Number	
	2	Election	
	3	Removal	
	4	Vacancy in Office	
	5	Powers and Duties	
VIII		MEETINGS OF DIRECTORS	9
	1	Meetings	
	2	Quorum	
	3	Voting	
	4	Call	
	5	Open Thirty	
IX		EXECUTIVE OR CLOSED MEETINGS	10
	1	Definitions	
	2	Open Meetings	
	3	Executive or Closed Meetings	

		<b>PART THREE: GOVERNANCE</b>	
Art. X		BOARD POWER LIMITATIONS	11
XI		BYLAWS AND RULES AND REGULATIONS	11
XII		HOW TO AMEND THE BYLAWS	12
	1	Proposer	
	2	Submitting a Proposal	
	3	Board Review	
	4	Report of the Bylaws Committee	
	5	Board Action	
	6	Balloting	
	7	Certifying the Results	
XIII		PARLIAMENTARY AUTHORITY	13
		<b>PART FOUR: EXPENDITURES</b>	
XIV		RULES OF EXPENDITURES	14
	1	Budget Adoption/Fiscal Year	
	2	Limitation on Outstanding Debts	
	3	Unbudgeted Expenses	
	4	Budget Adjustments	
	5	Limitations on Budget Adjustments	
	6	Limitations on Waivers of Fees, etc.	
	7	Emergency Expenditures	
	8	Reserve Funds	
XV		PROCUREMENT – CONTRACTING/PURCHASING	16
	1	Standards of Conduct	
	2	Policy	
	3	Advertising	
	4	Exception	
		<b>PART FIVE: MEMBERS</b>	
XVI		MEMBERSHIP	16
	1	Definitions	
	2	Honorary Members	
	3	Identification Cards	
	4	Limitations on Use of Amenities	
	5	Non-transfer of Membership	
	6	Creation of Other Classes	
	7	Termination of Membership	

XVII		CERTIFICATES OF MEMBERSHIP	18
	1	Issuance	
	2	Number to a Lot Owner	
	3	Multiple Lot Ownership	
	4	Corporate Lot Ownership	
XVIII		MEETINGS OF ACTIVE MEMBERS: VOTING RIGHTS	18
	1	Annual Meeting/Location	
	2	Date/Time	
	3	Call	
	4	Notice	
	5	Voting Rights	
	6	Voting Rights Outlined	
	7	Votes per Lot	
	8/9	Method of Voting Limitation	
	10	Quorum	
	11	Report to Active Members	
	12	Methods of Voting	
	13	Presiding Official at Meetings	
XIX		COMMON AREA	21
	1	Use of Amenities	
	2	Limitations of Inactive Members	
	3	Valid Membership Card Requirement	
XX		CHARGES	22
	1	(a)Statutory Maintenance Fee; (b)Special Assessment	
	2	(a)Initiation Fee; (b)Per Lot Charge; (c)Reinstatement Fee	
	3	Builder's Bond or Fee	
	4	Lease Agreements	
	5	Authority of Board to Adjust Fees	
	6	Recordable Fee	
	7	Failure to Pay Any and All Charges	
XXI		RENTAL PROPERTIES	26
		PART SIX: COMMITTEES	
XXII		ARCHITECTURAL CONTROL COMMITTEE	26
	1	Purpose	
	2	Review of Plans by Committee	
	3	Members	
	4	Functions and Duties Defined in Restrictive Covenants	
	5	Quorum	
	6	Meetings	
	7	Officers	
	8	Keeping of Records	

XXIII		NOMINATING COMMITTEE (X)	28
	1	Appointment	
	2	Number	
	3	Quorum	
	4	Meetings	
	5	Officers	
	6	Records	
XXIV	1	AQUIA LEGAL COMPLIANCE COMMITTEE	30
	2	Appointment	
	3	Number	
	4	Quorum	
	5	Meetings	
	6	Officers	
	7	Records	
		Procedures	
XXV	1	ADDITIONAL COMMITTEES	33
	2	Appointment	
	3	Number	
	4	Quorum	
	5	Officers	
		Records	
		PART SEVEN: PROCEDURAL	
XXVI		USE OF OPINION POLLS	34
XXVII		RENUMBERING OF ARTICLES	34
		JUNE 10, 2006 BYLAW AMENDMENT	
		TREATMENT AND CARE OF ANIMALS	34
		INDEX	35