

QUEEN'S LANDING COUNCIL OF UNIT OWNERS

GUIDANCE AND OPERATIONS OF COMMITTEES

AND

RESOLUTION OF THE BOARD OF DIRECTORS

REVISED: March 12, 2007

NOTE: This revision supersedes all previous Guidance and Operations of Committees, Resolutions, Polices, and Assignments and Operations of Board Liaison documents

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GUIDANCE AND OPERATIONS OF COMMITTEES

AND

ASSIGNMENTS AND OPERATIONS OF BOARD LIAISON PERSONS

GIVEN THAT, Article 3, Section 3.1 of the Bylaws provides that, “.....The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Council and the Condominium and may do all such acts and things as are not by the Act of the Condominium Instruments required to be exercised and done by the vote of the Council.....”; and

GIVEN THAT, it is in the interest of the members of the Association to have committees; whose purpose is to assist the Board in the review of policy and provide recommendations to the Board on issues of interest to the Board of Directors:

GIVEN THAT, it is in the interest of the members of the Association and the Board of Directors to assign Board members as Board Liaison to Association Committees; whose purpose is to represent the Board on various committees, serve on the committees, and provide committees' input to the Board during monthly Board meetings. Board Liaison persons will serve as committee members and committee chairperson; and

NOW, THEREFORE, the Board of Directors resolves, that the following rules and regulations be adopted for the guidance and operation of committees and Board assigned liaison persons.

ARTICLE ONE GENERAL COMMITTEE GUIDANCE

1.1 Establishing Committees and Board Liaison persons by Board of Directors:

The Board of Directors shall establish committees for the purpose of carrying out the business of the Association and appoint Board members as Liaison persons for such established committees. Committees shall be established and Board Liaison persons appointed at the beginning of each new Board year and established as needed throughout the Board year. The Board Liaison persons will be assigned by the Board President, subject to review by the Board members present, and acceptance by the selected Board member.

1.2 Types of Committees:

Committees established by the Board of Directors shall be either temporary committees or standing committees. Temporary committees shall be formed for special purposes. When the purpose has been completed, the committee shall automatically be dissolved. The standing committees shall be established for the purpose of transacting the regular long-term business of the Association. The standing committee shall serve indefinitely in an on-going capacity until dissolved by the action of the Board of Directors. The

standing committee will be comprised of the Board liaison person, appointed each Board year and unit owners/residents as members, to develop, plan, and implement actions and programs in concert with the Board of Directors as described in the Charter for each committee contained herein.

All committees established by the Board of Directors shall be deemed to be temporary committees unless expressly designated as a standing committee by the Board of Directors.

1.3 Appointment of Committee Members:

Committee members shall be appointed by the Board Liaison person from a collection of volunteers within the community. Ideally each committee should have three members. The Board Liaison person will be appointed by the Board president on a volunteer basis at the beginning of each new Board year for standing committees and as needed for temporary committees.

1.4 Removal of Committee members, Vacancies in office, Resignation:

Any committee member may be removed from office with or without cause by the Board of Directors. The Board of Directors may also declare a committee position vacant due to the absence of a member or his failure to assume his duties of the position. Any committee member may resign at any time by giving written notice to the Board of Directors. Such resignation shall take effect on the day of the receipt of such notice or at any later time specified therein, the acceptance of such resignation shall not be necessary to make it effective. The Board assigned liaison person may be removed and or resign in accordance with the procedure established by the bylaws of the Association.

1.5 Committee Officers:

The Board assigned liaison person will be the chairperson. The committee members shall at the first regularly called meeting, elect from among the committee membership a secretary and transmit the name to the Board of Directors through the Office of Secretary of the Board. The same person may serve as chairperson and secretary on the same committee. Each committee may establish such other offices as necessary to complete the task and elect or appoint its own members to fill such positions subject to the approval of the Board.

1.6 Quorum, Voting:

The majority of the members of the committee shall constitute a quorum for the transaction of business. Every act or decision done or made by majority vote of the members present at duly held meeting at which a quorum is present or by majority vote by electronic means, e.g. email, shall be regarded as an action of the committee. No member of the Committee can sign a proxy to another member of the homeowner Association to act or vote in behalf of the member in any meeting of the committees.

1.7 Responsibilities with Respect to Association Funds:

No committee of the Association may spend, commit or encumber the funds of the Association in excess of \$500.00/per month without express written authorization of the Board of Directors. Any funds received by the committee from any source shall be deemed the funds of the Association and shall be promptly deposited with the Office of the Treasurer. All expenditures of the Association funds by the committee shall be made in accordance with the Rules and Regulations and shall be evidenced by appropriate receipts.

1.8 Responsibilities with Respect to Association Property:

All papers, records, files, supplies, equipment and property acquired by Association Committees, whether obtained by gift or purchase, belong to the Association. The committee's secretary or the chairperson shall be custodian of this property insuring it is used for the benefit of the Association and is protected from loss. At the end of the chairperson's term, all property held by the chairperson to include records and files shall be deliver to his/her successor, or the Secretary or Treasurer of the Board of Directors as appropriate.

1.9 Roster of Committee:

The Secretary of the Association shall maintain a current roster of all Association Committees and the names and addresses of their officers and members. The roster will be provided tot he Management Company and all members of the Board of Directors.

ARTICLE TWO

GENERAL DUTIES AND RESPONSIBILITIES OF STANDING COMMITTEES:

2.1 Meetings:

Committees shall meet as often as necessary to complete their assigned tasks and/or responsibilities, but no less than once per quarter. Expenditure of Association funds/resources will only occur after Board approval. The Standing Committee Board Liaison person, Chairperson, shall report their actions, recommendations, and motions to the Board of Directors at each monthly meeting scheduled by the Board of Directors

All meetings, regardless of type, shall be open to the members of the Association.

2.2 Minutes:

The Board Liaison person's report to the Board during the Board's scheduled meeting will be filed as part of the Board minutes.

2.3 Term of office:

All members of the standing committee shall serve one (1) year terms, which shall expire at the close of the next Annual Meeting of the members of the Association; unless, the Board extends their term. The exception to this is the Covenants committee; which must serve a two (2) year term, per Section 3.18 of the Queen's Landing Bylaws.

2.4 Rules:

The standing committee shall not adopt rules and procedures to guide the conduct of its affairs without the review and modification by the Board of Directors.

2.5 Vacancies:

Vacancies shall exist when a member of the standing committee, without good cause, fails to attend three (3) consecutive meetings, or a member of the committee resigns. The chairperson of the committee shall notify the Secretary of the Board of Directors of all such vacancies.

2.6 Organization of Standing Committees:

The goal of each Standing Committee is to have at least three (3) members. A tenant can be member unless otherwise stated. If three members cannot be obtained, the committee can function with fewer than three members. If sufficient members are available, one member should be appointed as Secretary of the Committee at the first scheduled committee meeting. All Committees shall comply with the rules set forth in this document (Guidance and Operations of Committees).

COMMITTEES
BUDGET AND FINANCE COMMITTEE

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it has been determined that the best interest of the members and the Association would be assured if certain of the fiscal programs be supervised by a committee of the members; and,

WHEREAS, the Board of Directors within their authority has the responsibility to establish such committees and charge those committees with duties and responsibilities; and,

NOW THEREFOR LET IT BE RESOLVED, that there shall be a STANDING COMMITTEE chartered as the Budget and Finance Committee. The goals, responsibilities, and organization of the committee are set forth herein:

PURPOSE

The purpose of the Budget and Finance Committee is to assist the Board of Directors in maintaining the Association financial affairs in a sound, viable condition and to provide recommendations to the Board of Directors to assure proper administration and use of Association funds.

RESPONSIBILITIES

The Committee shall:

.....be responsible for, in cooperation with the management agent, the development of the "Proposed Annual Budget"; and shall have the authority to review all budget proposals and fund transfers proposed by other committees or members of the Association and the Board of Directors. Said review is limited to recommendations to the Board of Directors and the membership. Final authority is vested in the Board of Directors, where applicable, or in the membership.

.....be responsible for periodically reviewing the operating procedures of the Association with regard to fiscal administration and to make recommendations to the Board of Directors.

.....review proposals from Certified Public Accountants or Public Accountants for the preparation of the Association's Annual Audit. The Committee shall make recommendation to the Board for the selection of the auditor based upon generally accepted business practices.

.....prepare monthly report of the committee's actions, motions, and recommendations so that the Chair/Board Liaison person can present such reports to the Board of Directors at the monthly Board meetings.

....maintain all applicable records of official Budget & Finance Committee activities.

....prepare articles for all community newsletters detailing the activities, accomplishments, and future plans of the Budget & Finance Committee.

ORGANIZATION

.....consist of the Association's Treasurer and at least two (2) additional unit owners.

.....meet at least quarterly and as often as necessary to complete its assigned responsibilities. Special attention shall be given the preparation of the "Annual Proposal Budget" and the "Annual Audit".

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised from time to time.

BUILDINGS AND STRUCTURES MAINTENANCE COMMITTEE

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, It is in the best interest of the owners and the Association to have a committee to assist in the development of policies and standards for the operation and maintenance of the buildings and structures; and,

WHEREAS, The Board of Directors within their authority has identified the need to plan, manage and review the operation and maintenance of buildings and structures within the Association;

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Queen's Landing Council of Unit Owners, Inc. does establish by this resolution the Buildings and Structures Maintenance Committee as a STANDING COMMITTEE of the Association. The goals and responsibilities of the Committee are herein set forth:

PURPOSE

Develop and oversee plans and procedures that will maintain and enhance the buildings and structures of Queen's Landing, and advise and assist the Board in

RESPONSIBILITIES

The Committee shall:

.....be responsible for routine review of the maintenance of the Association's common properties, consisting of walkways, roads, common area lighting, Association recreational facilities, and the exterior portions of the private homes, more specifically, the roofs, deck, stucco exterior, paint, doors, fences and properties maintained by the Association other than the landscaping and appurtenant landscaping facilities.

.....annually prepare a program of expected maintenance, within their scope of operations, and shall present this to the Budget Committee and the Board of Directors for approval.

.....review, in cooperation with the management agent specifications and bids for contracted work and make recommendations to the Board of Directors for approval.

.....inspect common area and elements regularly for work performed, note problems, suggest action, and corrections to the management agent.

.....provide recommendations to the Board on policy and procedures for handling homeowner complaints and maintenance requests.

.....provide an annual report of overall performance.

ORGANIZATION

.....consist of the Maintenance Chairperson and at least two (2) unit owners.

.....meet at least quarterly; however, in any case shall meet as often as necessary to complete its assigned responsibilities.

.....committee chairperson or his/her alternate attend all maintenance coordination meetings with the Managing Agent, Committee Meetings, and Board of Directors Meetings.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised from time to time.

CLAIMS COMMITTEE

CHARTER

QUEEN'S LANDING CUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the owners and the Association to have a committee to assist in the development of policies and standards for providing adequate oversight of building maintenance insurance claims; and,

WHEREAS, the Board of Directors within their authority has identified the need to manage and review all building maintenance associated insurance claims; and

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of Queen's Landing Council of unit owners, Inc does establish by this resolution the Claims Committee of the Association. The purpose and responsibilities of the Committee are herein set forth:

PURPOSE

The purpose of the committee is to ensure that the community is adequately insured in accordance with the governing documents of the Association and that a systematic review of all insurance instruments is conducted.

RESPONSIBILITIES

The Committee shall:

.....review current insurance policies on an ongoing basis to determine what situations/conditions are covered and to determine the amount of our deductible.

.....review current Queen's Landing Bylaws (Article 6, sections 6.6 and 6.7 and Exhibit B, Chart of Maintenance Responsibilities) to determine who is responsible for the repairs in question, the unit owner or the Association.

.....assist the Managing Agent in determining if a claim is valid.

.....handle appeals from unit owners concerning claims when necessary.

.....when the cause of the damage originates from within a unit, the owner of that unit is responsible for the amount stipulated in Section 11.114 of the Act as amended (currently \$1000.00), for damages to any portion of the condominium, including other units, the general common elements, and the limited common elements. The Claims Committee, along with the Managing Agent, is responsible for notifying and explaining these procedures to the unit owner and following up on the collection of said damage assessments.

.....prepare monthly reports of the committee's actions, motions, and recommendations so that the Chair/Board Liaison person can present such reports to the Board of Directors at the monthly Board meetings.

.....maintain all applicable records of the official Claims Committee activities.

.....prepare annual budget requests and quarterly spending plans; and submit them to the Budget and Finance Committee's Board Liaison person.

.....prepare articles for all community newsletters detailing the activities, accomplishments, and future plans of the Claims Committee; and submit them to the Newsletter and Public Relations Committee's Board liaison person.

ORGANIZATION

.....consist of at least three (3) owners or as approved by the Board of Directors.

.....meet as often as necessary to complete its assigned responsibilities.

.....committee chairperson or his/her alternate attend all coordination Committee Meetings and Board of Directors Meetings as appropriate.

.....may be part of an existing committee as determined by the Board of Directors.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised form time to time.

CLUBHOUSE/SOCIAL COMMITTEE

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the owners of the Association to have a committee to assist in the development of policies and standards to maximize the benefits of the recreational facilities to all residents of the community; and,

WHEREAS, the Board of Directors has identified the need to maximize the benefits of the recreational facilities, and,

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors of the Queen's Landing Council of Unit Owners, Inc. does establish by this resolution a committee as a STANDING COMMITTEE of the Association as the Clubhouse/Entertainment Committee. The duties and functions of the Committee are herein set forth:

PURPOSE

The principle activity of the Clubhouse/Entertainment Committee is to maximize the benefits of the recreational facilities to all residents of the Community and to encourage community participation by all members in the Association social affairs; to form a network of communications among the Board of Directors and the standing committees with the entire membership.

RESPONSIBILITIES

The Committee shall:

.....develop and review guidelines for the swimming pool and clubhouse and recommend them to the Board of Directors and, in cooperation with Management and the Maintenance Committee, be responsible as it pertains to these areas.

....in cooperation with the Maintenance Committee be responsible for all general membership and Board of Directors meetings by acquiring facilities and setting up chairs, and catering, as required.

.....be responsible for maintaining communications with the members of the Association concerning the actions of the Board of Directors and its committees and affairs of the Association in general through the publication and circulation of the community newsletter, community website, community e-mail clubhouse and gate bulletin board notices (in cooperation with Management and Maintenance personnel) and other forms of communication as appropriate and /or directed by the Board of Directors.

.....prepare monthly reports of the committee's actions, motions, and recommendations so the Chair/Board Liaison person can present such reports to the Board of Directors at the monthly Board meeting.

.....maintain all applicable records of official Landscape and Grounds committee activities.

.....prepare annual budget requests and quarterly spending plans and submit them to the Budget and Finance Committee's Board Liaison person.

.....prepare articles for all community newsletters detailing the activities, accomplishments, and future plans of the Landscape and Grounds Committee and submit them to the Newsletter and Public Relations committee's Board Liaison person.

ORGANIZATION

.....consist of at least three (3) unit owners; one (1) shall be a board member to act as chairperson

.....meet at least quarterly; however, in any case shall meet as often as necessary to complete its assigned responsibilities.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised form time to time.

COVENANTS COMMITTEE

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the owners of the Association to have a committee to assist in the development of rules, policies and standards of the community and maximize the livelihood for all residents; and,

WHEREAS, the Board of Directors has identified the need to regulate the activities of the community, and,

WHEREAS, the Board of Directors has identified the need to maintain the visual harmony of the community,

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors of the Queen's Landing Council of Unit Owners, Inc. does establish by this resolution a committee as a STANDING COMMITTEE of the Association as the Covenants Committee. The purpose and responsibilities of the Committee are herein set forth:

PURPOSE

The purpose of the committee is to assure that the community shall always be maintained in a manner; providing for the visual harmony and soundness of repair, avoiding activities harmful to the aesthetic or property values of the community, furthering the comfort of residents, and promoting the general welfare and safety of the community.

RESPONSIBILITIES

The Committee shall:

.....regulate the external design, appearance, and use of the Common and Limited Common Elements.

.....evaluate unit owner's requests for change through the use of the Architectural Change Request (ACR) form in accordance with current Policies and Rules and Regulations.

.....impose reasonable fees and costs for required reports, analyses or consultations in connection with changes proposed by a unit owner.

.....maintain a log of violations and establish a tracking system to ensure a timely and just solution of violations.

.....enforce the provisions of the Act, Condominium Instruments, Rules and Regulations and resolutions of the Board of Directors pursuant to the fines procedures as outlined in Subsection 9.1(g) of the By-Laws.

.....provide interpretations of the Condominium Instruments, Rules and Regulations, and resolutions of the Board of Directors when requested by a unit owner or the Board of Directors.

.....periodically review the Rules and Regulations to ensure they are enforceable and current with the Condominium Instruments and resolutions of the Board of Directors.

.....participate in the Management Agent's regularly scheduled inspections of the Common and Limited Common Elements.

.....prepare monthly reports of the committee's actions, motions, and recommendations so the Chair/Board Liaison person can present such reports to the Board of Directors at the monthly Board meeting.

.....maintain all applicable records of official Covenants committee activities.

.....prepare annual budget requests and quarterly spending plans and submit them to the Budget and Finance Committee's Board Liaison person.

.....prepare articles for all community newsletters detailing the activities, accomplishments, and future plans of the Covenants Committee and submit them to the Newsletter and Public Relations committee's Board Liaison person.

ORGANIZATION

.....consist of at least three (3) unit owners, one (1) shall be a board member to act as chairperson required to hold the position for two years, and a minimum of two unit owners who are not members of the Board, also required to hold the position for two years.

.....meet at least quarterly; however, in any case shall meet as often as necessary to complete its assigned responsibilities.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised from time to time.

DOCUMENTATION COMMITTEE

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the owners and the Association to have a committee to assist in the development of policies and standards for providing adequate oversight of all pertinent condominium documentation; and

WHEREAS, the Board of Directors within their authority has identified the need to manage and review all condominium documents for accuracy and adherence to the law,

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of Queen's Landing Council of Unit Owners, Inc does establish by this resolution the Documentation Committee of the Association. The purpose and responsibilities of the Committee are herein set forth:

PURPOSE

The purpose of the Committee is to ensure that Queen's Landing By-Laws, Resolutions, Policies, and Rules and Regulations are accurate, current, meet the needs of the community, and adhere to Maryland Condominium Law as amended.

RESPONSIBILITIES

The Committee shall:

.....establish a Book of Resolutions that contains at a minimum a Policy section and an Administrative section. Policy Resolutions are policies that have been adopted by the Board of Director that effect the governing of the community on a long-term basis. Administrative Resolutions are policies adopted by the Board of Directors that deal with the internal operation and structure of the Association, such as Standing Committee Charters.

.....review current Maryland Condominium Law and Queen's Landing Bylaws, Resolutions, and Rules and Regulations on an ongoing basis to determine if any of the condominium documents need to be amended.

.....review the minutes from Board of Director's meetings to determine if resolutions passed at meetings effect policies that are used to govern the community on an ongoing long-term basis. All such policies should be officially formatted and placed in the Policy Resolutions section of the Book of Resolutions.

.....review the minutes from Board of Director's meetings to determine if resolutions passed at meetings effect policies that deal with the internal operation and structure of the Association. All such policies should be officially formatted and placed in the Administration section of the Book of resolutions.

.....review the minutes from Board of Director's meetings to determine if resolutions passed at meetings effect policies that would require changes to the Rules and regulations.

.....assist the Board of Directors in interpreting existing condominium document.

.....make recommendations to the Board of Directors for proposed amendments to all condominium documents as needed.

.....prepare and document all proposed amendments following all required procedures of notification.

.....prepare and document any other condominium documents as deemed necessary by the Board of Directors.

.....prepare monthly reports of the committee's actions, motions, and recommendations to the Board of Directors at the monthly Board meetings as assigned.

.....maintain all applicable records of official Legal Committee activities.

.....prepare articles for all community newsletters detailing the activities, accomplishments, and future plans of the Legal Committee as appropriate.

ORGANIZATION

.....consist of at least three (3) owners or as approved by the Board of Directors.

.....meet as often as necessary to complete its assigned responsibilities.

.....committee chairperson or his/her alternate attend all coordination Committee Meetings and Board of Directors Meetings as appropriate.

.....may be part of an existing committee as determined by the Board of Directors.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised form time to time.

INSURANCE COMMITTEE

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the owners and the Association to have a committee to assist in the development of policies and standards for providing adequate insurance coverage for required structures and common grounds; and,

WHEREAS, the Board of Directors within their authority has identified the need to plan, manage and review the need to have guidance when considering insurability issues; and,

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Queen's Landing Council of Unit Owners, Inc does establish by this resolution the Insurance Committee as a STANDING COMMITTEE of the Association. The purpose and responsibilities of the Committee are herein set forth:

PUPOSE

Review on an ongoing basis existing and future policies to ensure that they adequately insure all relevant properties, conform with all applicable requirements set forth in Article 6 of the Queen's Landing Council of Unit Owners By-Laws, and ensure the best value for the community.

RESPONSIBILITIES

The Committee shall:

.....investigate cost effective methods of reducing premiums in conjunction with ways to minimize claims.

.....work in conjunction with management agent and insurers on resolving claims in the best interest of all parties.

.....review all policies, a minimum of three (3) months prior to termination date, to determine if coverage continues to be adequate and, if necessary, work with management agent to solicit quotes from other insurers or for different coverage limits.

.....conduct community inspections with the management agent at least semi-annually for the purpose of identifying potential liabilities. Prepare recommendations for resolution of findings.

.....prepare monthly reports of the committee's actions, recommendations and motions to the Board of Directors at the monthly Board meetings.

.....maintain all applicable records of official Insurance Committee activities.

.....prepare articles for community newsletters detailing the activities, accomplishments, and future plans of the Insurance Committee.

ORGANIZATION

.....consist of at least three (3) unit owners, one (1) shall be a board member to act as chairperson

.....meet at least quarterly; however, in any case shall meet as often as necessary to complete its assigned responsibilities.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised from time to time.

LANDSCAPE AND GROUNDS COMMITTEE

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the owners and the Association to have a committee to assist in the development of policies and standards for the operation and maintenance of the landscape and grounds; and,

WHEREAS, the Board of Directors within their authority, has identified the need to plan, manage and review the operation and maintenance of the community landscape and grounds; and,

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Queen's Landing Council of Unit Owners, Inc. does establish by this resolution a committee as a **STANDING COMMITTEE** of the Association as the Landscape and Grounds Committee. The purpose and responsibilities of the Committee are herein set forth:

PURPOSE

Develop and oversee plans and procedures that will maintain and enhance the appearance of the common elements and limited common elements of Queen's Landing by reviewing and making recommendations for maintenance standards and the operation of the Association's common and limited common elements wherein landscaping and grounds exist, exclusive of structures, pathways, sidewalks, and roadways.

RESPONSIBILITIES

The Committee shall:

.....on an ongoing basis monitor the performance of the landscape contractor for quality of work performed and their adherence to the contract requirements and standards, and work with the landscape contractor to resolve any such deficiencies.

.....investigate complaints and concerns of unit owners that pertain to the landscape and grounds maintenance and appearance, and work closely with the landscape contractor to resolve all such matters.

.....review requests from unit owners for additions, alterations, or removal of landscaping to include; shrubs, trees, garden areas, and lawns, and make recommendations on all such requests to the Board of Directors as how to resolve all such request.

.....review all landscape maintenance standards, specifications, landscape contracts and contractors and prepare a report to the Board of Directors concerning findings and recommendations derived from all such review.

.....review, in cooperation with the Management Agent, specifications and bids for contracted landscape and grounds work, and make recommendations to the Board of Directors as to which contractor should be approved.

.....prepare monthly reports of the committee's actions, motions, and recommendations so the Chair/Board Liaison person can present such reports to the Board of Directors at the monthly Board meeting.

.....maintain all applicable records of official Landscape and Grounds committee activities.

.....prepare annual budget requests and quarterly spending plans and submit them to the Budget and Finance Committee's Board Liaison person.

.....prepare articles for all community newsletters detailing the activities, accomplishments, and future plans of the Landscape and Grounds Committee and submit them to the Newsletter and Public Relations committee's Board Liaison person.

ORGANIZATION

.....consist of at least three (3) unit owners; one (1) shall be a board member to act as chairperson

.....meet at least quarterly; however, in any case shall meet as often as necessary to complete its assigned responsibilities.

.....committee chairperson or his/her alternate attend all coordination Committee Meetings and Board of Directors Meetings.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised form time to time.

LEGAL COMMITTEE

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the owners and the Association to have a committee to assist in the development of policies and standards for the operation and maintenance of the Legal Committee; and,

WHEREAS, the Board of Directors within their authority has identified the need to plan, manage and review the operation of the legal aspects of the community,

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Queen's Landing Council of Unit Owners, Inc. does establish by this resolution the Legal Committee of the Association. The purpose and responsibilities of the committee are herein set forth:

PURPOSE

Purpose of the Legal Committee is to provide the Board of Directors with guidance in all legal issues.

RESPONSIBILITIES

The Committee shall:

.....review and respond to legal questions presented by the Board of Directors pertaining to pending or threatened litigation against the Association, causes of action initiated by the Board of Directors and its advisability of continuance, interpretation of the governing documents of the Association and to communicate with the Association's attorney.

.....review with the cooperation of the managing agent, all invoices submitted by the Association's attorney.

.....assist, with the cooperation of the managing agent, the Board of Directors in selecting the Association's attorney.

.....prepare monthly reports of the committee's actions, motions, and recommendations to the Board of Directors at the monthly Board meetings as assigned.

.....maintain all applicable records of official Legal Committee activities.

.....prepare articles for all community newsletters detailing the activities, accomplishments, and future plans of the Legal Committee as appropriate.

ORGANIZATION

.....consist of at least three (3) owners or as approved by the Board of Directors.

.....meet as often as necessary to complete its assigned responsibilities.

.....committee chairperson or his/her alternate attend all coordination Committee Meetings and Board of Directors Meetings as appropriate.

.....may be part of an existing committee as determined by the Board of Directors.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised form time to time.

LONG RANGE PLANNING COMMITTEE

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the owners and the Association to have a committee to assist in the development of long range plans, policies, and standards for the operation and maintenance of the Community; and,

WHEREAS, the Board of Directors within their authority has identified the need to plan, review and make recommendations in the best interests of the community,

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Queen's Landing Council of Unit Owners, Inc. does establish by this resolution the Long Range Planning Committee of the Association. The purpose and responsibilities of the committee are herein set forth:

PURPOSE

The purpose of the committee is to address, review, and make recommendations to the Board of Directors on issues which impact the general welfare of the committee.

RESPONSIBILITIES

The Committee shall:

.....review and respond to questions presented by the Board of Directors pertaining to issues that affect the general interest and welfare of the Association.

.....address issues as assigned by the Board of Directors and make recommendations as appropriate.

.....develop strategic plans to issues that affect the general interest and welfare of the Association.

.....develop, maintain, and update the one year, three year, and five year plans for the Association.

.....prepare monthly reports of the committee's actions, recommendations and motions, to the Board of Directors at the monthly Board meetings as required.

.....maintain all applicable records of official Legal Committee activities.

.....prepare articles for all community newsletters detailing the activities, accomplishments, and future plans of the Legal Committee as appropriate.

ORGANIZATION

.....consist of at least three (3) owners or as approved by the Board of Directors.

.....meet as often as necessary to complete its assigned responsibilities.

.....committee chairperson or his/her alternate attend all coordination Committee Meetings and Board of Directors Meetings as appropriate.

.....may be part of an existing committee as determined by the Board of Directors.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised form time to time.

SAFETY COMMITTEE

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is the best interest of the owners and the Association to have a committee to assist in the development of policies and standards for the operation and maintenance of the safety program; and,

WHEREAS, the Board of Directors has identified the need to investigate and supervise the operation and maintenance of the security staff; and,

WHEREAS, the Board of Directors recognizes that community safety is the responsibility of each Board member,

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Queen's Landing Council of Unit Owners, Inc. does establish by this resolution a Safety Committee of the Association. The purpose and responsibilities of the Committee are herein set forth;

PURPOSE

Purpose of the Security Committee is to provide a safe environment for the residents of the Association.

RESPONSIBILITIES

The Committee shall:

.....routinely check the safety of common and limited common elements for fire and safety hazards to include proper lighting, etc.

.....inspect the clubhouse and security system periodically for malfunctions.

.....prepare monthly reports of the committee's actions, motions, and recommendations to the Board of Directors at the monthly Board meetings as appropriate.

.....maintain all applicable records of official Safety Committee activities.

.....prepare articles for all community newsletters, detailing the activities, accomplishments, and future plans of the Safety committee.

ORGANIZATION

.....consist of at least three (3) owners or as approved by the Board of Directors.

.....meet as often as necessary to complete its assigned responsibilities.

.....committee chairperson or his/her alternate attend all coordination Committee Meetings and Board of Directors Meetings as appropriate.

.....may be part of an existing committee as determined by the Board of Directors.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised form time to time.

NEWSLETTER, WEB SITE, AND COMMUNITY COMMUNICATIONS

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the owners and the Association to have a committee to assist in the development of policies and standards for the operation of the newsletter, web site, and community communications; and,

WHEREAS, the Board of Directors within their authority has identified the need to plan, manage, and review the operation of the Newsletter, web site, and communications programs,

NOW THEREFORE LET IT BE RESOLVED that the Board of Directors of Queen's landing Council of Unit Owners, Inc. does establish by this resolution, the Newsletter, Web Site, and Community Relations Committee as a STANDING COMMITTEE of the Association. The purpose and responsibilities of the committee are herein set forth:

PURPOSE

Develop, gather, update, and oversee articles, advertising, and general layouts that will appear in the Queen's Landing newsletter and the Queen's Landing Web Site. Ensure the community is provided pertinent information about the Board of Director's actions, upcoming events, and community news and safety related items.

RESPONSIBILITIES

The committee shall:

.....work closely with newsletter and web site publisher and technician contractors for all scheduled and unscheduled community communications.

.....approve all articles and advertisements prior to production of the Newsletter and postings on the Web Site.

.....monitor all publications and web site postings for completeness and accuracy.

.....prepare and present monthly reports of the committee's actions, recommendations, and motions for the Board of Directors at the monthly board meetings, as required.

.....prepare annual budget requests and quarterly spending plans and submit them to the Budget and Finance Committee.

ORGANIZATION

.....consist of at least three (3) owners or as approved by the Board of Directors.

.....meet as often as necessary to complete its assigned responsibilities.

.....committee chairperson or his/her alternate attend all coordination Committee Meetings and Board of Directors Meetings as appropriate.

.....may be part of an existing committee as determined by the Board of Directors.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised from time to time.

NOMINATING COMMITTEE

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the owners and the Association to have a committee to assist in the development of policies and standards for canvassing and providing qualified members to serve on the committees and Board of Directors of the Association; and,

WHEREAS, the Board of Directors has identified the need to canvas and provide qualified members to serve on the committees and the Board of Directors from time to time,

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Queen's Landing Council of Unit Owners, Inc. does establish by this resolution a Nominating Committee of the Association. The purpose and responsibilities of the committee are herein set forth:

PURPOSE

Purpose of the nominating Committee is to canvas and provide qualified members to serve on committees and the Board of Directors of the Association.

RESPONSIBILITIES

The Committee shall:

.....provide the Board of Directors resumes of qualifications for all candidates for committees and Board of Directors vacancies.

.....develop qualified candidates and provide owners with resumes of qualifications of all candidates seeking election to the Board of Directors.

.....assist in the supervision of the elections of the Association and assist the Secretary of the Board of Directors during election.

.....certify the results of all elections to the Secretary of the Board of Directors.

.....prepare articles for community newsletters detailing committee activities, coming vacancies, accomplishments, and future plans of the Committee.

ORGANIZATION

.....consist of at least three (3) owners or as approved by the Board of Directors.

.....meet as often as necessary to complete its assigned responsibilities.

.....committee chairperson or his/her alternate attend all coordination Committee Meetings and Board of Directors Meetings as appropriate.

.....may be part of an existing committee as determined by the Board of Directors.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised from time to time.

PROPERTY MANAGEMENT COMMITTEE

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the owners and the Association to have a committee to assist in the development of policies and standards for the operation of the Property Management of the community; and

WHEREAS, the Board of Directors within their authority has identified the need to plan, manage, and review the operation and maintenance of the management of Queen's Landing,

NOW THEREFORE LIET IT BE RESOLVED, that the Board of Directors of Queen's Landing Council of Unit Owners, Inc. des establish by this resolution the Property Management Committee of the Association. The purpose and responsibilities of the committee are herein set forth:

PURPOSE

Develop and oversee plans and procedures that will maintain and enhance the operations of Queen's Landing by reviewing and making recommendations for property management standards and operations of the Association.

RESPONSIBILITIES

The Committee shall:

.....monitor the performance of the management company through the Board of Directors for quality of work performed and their adherence to contract requirements and standards.

.....annually prepare a report to the Board of Directors on the performance of the management company.

.....when necessary, review, in cooperation with the Board President, community management specifications for bids and solicit bids for property management companies for the community.

.....make recommendations to the Board of Directors for selection of a property management company.

.....maintain all applicable record of the official property management Committee activities

ORGANIZATION

.....consist of at least three (3) owners or as approved by the Board of Directors.

.....meet as often as necessary to complete its assigned responsibilities.

.....committee chairperson or his/her alternate attend all coordination Committee Meetings and Board of Directors Meetings as appropriate.

.....may be part of an existing committee as determined by the Board of Directors.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised from time to time.

RULES AND REGULATIONS COMMITTEE

CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the owners and the Association to have a committee to assist in the development of policies and standards for the operation and maintenance of the community Rules and Regulations; and,

WHEREAS, the Board of Directors within their authority has identified the need to plan, manage, and review the operation and performance of the community Rules and Regulations,

NOW THEREFORER LET IT BE RESOLVED, that the Board of Directors of the Queen's Landing Council of Unit Owners, Inc. does establish by this resolution the Rules and Regulations Committee of the Association. The purpose and responsibilities of the committee are herein set forth:

PURPOSE

Provide direction, management, and oversight for the requirements of the community Rules and Regulations as established by previous Boards and periodically review such requirements as they may apply to current community Rules and Regulations making recommendations to the Board of Directors as required.

RESPONSIBILITIES

The Committee shall:

.....ensure that the Rules and Regulations are current and enforceable.

.....prepare Rules and Regulations revision recommendations for the Board of Directors as required.

.....maintain all applicable records of official Rules and Regulations Committee activities.

ORGANIZATION

.....consist of the Covenants Chairperson at least three (2) unit owners

.....meet as often as necessary to complete its assigned responsibilities.

.....committee chairperson or his/her alternate attend all coordination Committee Meetings and Board of Directors Meetings as appropriate.

.....may be part of an existing committee as determined by the Board of Directors.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised form time to time.

QUEEN'S LANDING COUNCIL OF UNIT OWNERS

POLICIES OF THE BOARD OF DIRECTORS

REVISED: March 12, 2007

NOTE: This revision supersedes all previous Guidance and Operations of Committees, Resolutions, Polices, and Assignments and Operations of Board Liaison documents

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Resolutions and Policies

- Competitive Bid Procedures
- Limited Common Element Policy
- Shrub Maintenance Policy
- Stucco Policy
- Towing/Parking Policy

RESOLUTIONS AND POLICIES

COMPETITIVE BID PROCEDURES

1. All expenditures of \$2500.00 or more requires competitive bidding.
2. Proposals exceeding \$5000.00 also requires Board approval.
3. In determining if the dollar limits for complete bidding and/or Board approval have been exceeded, the cost of a single item and/or job will be used. As an example; if the cost of a single door is \$500.00 and we need to replace six (6) doors at a total cost of \$3000.00, competitive bidding would not be required.
4. When bids are required a minimum of three (3) bids must be solicited. All requests for bids will have appropriate response dates based on the needs of the situation. Proposals from contractors must be received by the response date requested to be considered.
5. The Maintenance Manager and/or the appropriate Board Liaison person will provide the written specifications and appropriate response dates for all required bids to the Managing Agent.
6. The Managing Agent (management company employee) will solicit the bids. The Managing Agent will return all responses from contractors to the appropriate Board Liaison person and/or Maintenance Manager by the response date requested.
7. Notwithstanding these limitations, the managing Agent, Maintenance Manager, and/or the appropriate Board Liaison person, on behalf of the Association, without prior consent, may expend any reasonable amount or incur a contractual obligation in any reasonable amount required to deal with emergency conditions with which may involve a danger to life or property or may threaten the safety of the community or the owners and occupants or may threaten the suspension of any necessary service to the community.
8. Establish a list of qualified responsive and responsible contractors who are willing to bid on various types of work in Queen's Landing.
9. Solicit bids on services and materials that are frequently used at the beginning of each year. This would eliminate the need to get bids for each individual occurrence of such services or material.

The above proposals were brought before the Board and were approved in 2002. These proposals are consistent with the current Queens Landing Rules and Regulations

LIMITED COMMON ELEMENT

TASK: Define the Limited Common Element as it pertains to building on it and make recommendations to the same.

DISCUSSION: A description of what comprises the Limited Common Element and how it is to be used in the condominium can be found in paragraph 11.101 and 11.103(3)(i-iv) of the Maryland Condominium Act, Article 3.1 of the Declaration, and page 4 the Queens Landing Rules and Regulations. The Queens Landing Plats further defines boundaries of the Limited Common Elements as it pertains to each unit and building in the condominium.

Obstructions, alterations, or construction in or on the Limited Common Element is not permitted without written consent from the Board of Directors or the Covenants Committee under paragraph 5.8(4) of the Queens Landing By-Laws.

Several factors should be considered when a proposal to build upon a Limited Common Element is submitted. Such as;

Does the proposal increase or decrease the value of the unit or condominium?

Is the proposal consistent with the architectural theme and visual harmony of the condominium?

Does the proposal interfere with or obstruct the enjoyment or comfort of other unit owners?

In addition, the location of the proposed site is significantly important. Building on an existing patio or Limited Common Element that is intended for the exclusive use of the unit owner and portioned by existing structures would make sense. On the other hand, building on Limited Common Elements that would impede access by utility workers, QL maintenance, residents, or obstruct the view and/or enjoyment of other residents would not make sense.

The actual construction of a structure built upon a Limited Common Element would have to comply with all applicable building codes and laws. This is an area requiring documentation and is outside the scope of this discussion.

The Queens Landing By-Laws grant the Board of Directors and the Covenants Committee authority to approve building in or on Limited Common Elements in Article 5, paragraph 5.8(3). Currently there is precedence in the condominium for granting a request to build on the Limited Common Element.

THEREFORE, it is in the best interest of the Board of Directors to establish a policy and guidelines for granting and approving proposals from unit owners who wish to build in and on the Limited Common Element

AND WHEREAS, the designation of the Limited Common Element varies with type of building as recorded on the Queen's Landing plats

AND WHEREAS, the Board of Directors has the authority to manage the Limited Common Elements as provided for in the Queen's Landing By-Laws

THEREFORE, BE IT RESOLVED, that The Queens Landing Board of Directors of Queen's Landing Council of Unit Owners, have authority to grant and approve proposals from unit owners who wish to build on their Limited Common Element as defined on the Queens Landing Plats and that the process by which approval is granted follows the guidelines herein set forth:

Each proposal is evaluated on a case-by-case basis and takes into consideration the following factors, at a minimum:

Does the proposal increase or decrease the value of the unit or condominium?

Is the proposal consistent with the architectural theme and visual harmony of the condominium?

Does the proposal interfere with or obstruct the enjoyment or comfort of other Unit owners?

Does the proposal impede access by utility workers, Queen's Landing maintenance, or residents?

Is there precedence for the proposal?

Does the proposal encroach on Common Areas?

The above proposals were brought before the Board and were approved at the April, 17 2006 Board Meeting. These proposals are consistent with the current Queens Landing Rules and Regulations.

SHRUB MAINTENANCE POLICY

On May 31, 2002 the Landscape and Grounds Committee met to set policies for the maintenance and replacement of shrubs and trees on the Limited Common Elements (the area immediately around the units). Shrubs and trees on the Common Elements are not affected by these proposals. The need to set these policies was based on the following:

1. There is presently no policies or guidelines in place regarding the maintenance/replacement of shrubs and trees.
2. Create uniformity within the various sections of the community. The original developers were all over the map in what, where and how much landscaping they did. This will also simplify the process of determining what the Association is responsible for versus what the unit owner is responsible for, which in turn will help reduce the cost of our Landscape and Grounds contract.
3. Give the unit owners some control as to what is planted in the front of units with the Association having the final say.
4. Create a pleasing curb appeal which will help raise property values.

Committee proposals:

1. The Queens Landing Council of Unit Owners (Association) will be responsible for maintaining the shrubs in the front (street side) of all units.
2. *The Association will be responsible for maintaining the shrubs on the sides of the end units in the original section (Briscuso) of the community from the front of the building to the main entrance of the unit (Adriatic style units). Shrubs on the sides of all other units will be the responsibility of the unit owners to maintain.
3. *Unit owners will be responsible for maintaining all shrubs in the rear of all buildings.

* Exceptions to Proposals 2 and 3: the intent of this policy is for the Association to be responsible for the shrubs and trees on the Limited Common Element that were planted by the developers/builders. Shrubs and trees planted by unit owners (present or previous owners) on the Limited Common Element are the responsibility of the unit owner. Please contact the Management Company if you own a unit where you think that the shrubs in the rear or on the side of your unit were planted by the developer. We will investigate and do our best to satisfy your needs.
4. The Association budgets and schedules _____ number of buildings to be re-landscaped each year, based on need, cost, and available funds.
5. the Association will make available a group of standard shrubs/plantings (use plants that thrive on the Eastern Shore without becoming overgrown and are easy to maintain) that will allow some individuality. Unit owners requesting shrubs/plantings of a higher cost must pay the difference and must also be approved by the Association.
6. Priority should be given to the older section of the community where there are many overgrown shrubs that need to be replaced.
7. Replacement of individual shrubs in the approved areas (see 1 & 2 above) will be done on an as needed basis.

The above proposals were brought before the Board and were approved at the September 9, 2002 Board Meeting. These proposals are consistent with the current Queens Landing Rules and Regulations.

STUCCO DE-PUNCTURING PROGRAM POLICY

TASK: Develop a program to bring non-compliant units in compliance with Queens Landing Rules and Regulations, Paragraph I, Item 7, Penetration of Exterior Stucco.

DISCUSSION: Queens Landing buildings are unique in that the construction of the exterior walls of most but not all of the buildings is extremely susceptible to structural damage from water or moisture. This risk becomes even more likely when any penetration of the stucco occurs. Because of this, the Board of Directors with recommendation from the Maintenance

Committee established in the Rules and Regulations (R&R), Paragraph I, Item 7, that penetration of exterior stucco is prohibited. Currently, there are more than 30 units in violation of this rule.

The Committee attempted to find alternate solutions to this rule but determined that penetrating the exterior stucco wall would be deleterious to the aesthetic and/or property values of the condominium.

Several factors were noted concerning the current violations which include; no documentation of ACRs, unit owners who were unaware that penetration of stucco was prohibited, unit owners who may have read the R&R but didn't understand the rule, unit owners who deliberately penetrated the stucco knowing it was in contravention with the R&R, and new unit owners who unknowingly inherited the violation.

The Committee is proposing the following steps to; 1. Assist unit owners who are in violation of the rule to become compliant 2. Ensure that repairs are accomplished correctly 3. Prevent future exterior wall damage from water and moisture.

Proposed Program

1. Unit owners who are in violation will receive a notice when their unit is scheduled for repair. Unit owners will prepare their unit by removing whatever is attached to the wall before the scheduled repair date
2. Buildings will be scheduled with the assistance of the Maintenance Committee to ensure materials and manpower are available for the repairs
3. Punctures that are 1" in diameter or less will be repaired beginning in February 2006. Unit owners will not incur a charge for the this repair
4. Punctures in excess of 1" in diameter or which requires re-stuccoing will be repaired beginning in April when the air temperature is warmer. The unit owner will be charged for materials and time for this repair
5. Unit owners are not permitted to make repairs on their own unless approved by the Maintenance Committee
6. Unit owners who prefer to contract repair at their own expense may do so provided notification and approval is received on an Architectural Change Request (ACR) form prior to the scheduled repair date

RECOMMENDATION: The Covenants Committee implement the De-Puncturing Program and assist unit owners in becoming compliant with Queens Landing Rule, Penetration of Exterior Stucco, Paragraph I, Item 7.

The above proposals were brought before the Board and were approved at the February 20, 2006 Board Meeting. These proposals are consistent with the current Queens Landing Rules and Regulations.

TOWING POLICY

TASK: Define a towing policy for the Board of Directors and Management for the enforcement of the Rules and Regulations and in Contingency “timely” Situations.

DISCUSSION: From time to time the Board of Directors through the Covenants Committee and Management uses towing or the consequence of towing to enforce Rules and Regulations G(1)(2) and I (paragraph 3) and Queen’s Landing By Law 5.8(a)(4). Authority for this enforcement is provided in Article 9.1(e), Abating and Enjoining Violations, of the By Laws.

Towing enforcement is normally ordered for vehicles which; do not display current tags, are derelict vehicles, unauthorized vehicles, or vehicles that are obstructing or blocking other residents and/or emergency vehicles. Recently QL was faced with a Contingency Situation that required a “timely” response to remove a vehicle that was deliberately used to block and obstruct the use of a Common Element by another resident.

The Queen Anne’s Sheriff Department will give citations for illegally parked vehicles on Queen’s Landing property but will not direct that a car be towed. The Department states that the governing body, the Board, must give the order to tow a vehicle. John Oliveri has countered that under certain circumstances the Sheriff’s Department does have the authority to direct that a vehicle be towed but in Contingency Situations where time is of the essence, this type of discussion becomes mute.

The last towing category is illegally parked vehicles. An illegally parked vehicle refers to any vehicle which is parked in a no parking area marked with a “No Parking” sign, vehicles blocking emergency egress and ingress, and any vehicle parked on grassy Common Elements.

POLICY:

Removing illegally parked vehicles:

- Notice and warning is placed on vehicle stating the violation
- Notice and warning states that the vehicle will be towed at owner’s expense in 24 hours
- Corrective letter is sent to owner stating the violation (if a resident of Queen’s Landing)
- Management orders towing through the use of an approved towing company

Routine removal of vehicles:

- Notice is placed on vehicle
- 2nd notice is placed on vehicle
- Final notice and warning that the vehicle will be towed at owner’s expense is given
- Management orders towing through the use of an approved towing company

Contingency removal of vehicles:

- Contingency removal should only be considered if past performance or behavior of an individual dictates that such action is warranted.

- Corroboration must exist either in the form of pictures, demonstrated history, police reports, witnesses, or a combination there of.
- Vehicle obstructs parking spaces or restricts egress of parked vehicles AND the owner/driver cannot be located or will not cooperate in moving the vehicle. Requires police involvement before towing.
- Towing may be ordered by Management or a member of the Board

PROCEDURES FOR CONTINGENT/TIMELY VEHICLE TOWING

These procedures apply to resident requests to remove a vehicle that was deliberately used to block and/or obstruct the use of a parking space or other Common Element where “timeliness” is of the essence. If the situation conforms to the Queen’s Landing Towing Policy, follow the sequenced steps below;

- Ensure all requirements for contingency removal have been met. If in doubt, call the Covenants Chairperson, Board President, or Management.
- Make note of names, addresses, and circumstances of the situation.
- Call the Towing Company whose name, address and phone number are on file in the QL Office and request immediate towing on behalf of Queen’s Landing.
- Stay on location and coordinate with local authorities, if applicable, and witness the towing.
- Notify the Covenants Chairperson and President as soon as possible.

The above proposals were brought before the Board and were approved at the March 20, 2006 Board Meeting. These proposals are consistent with the current Queens Landing Rules and Regulations.