

QUEEN'S LANDING COUNCIL OF UNIT OWNERS

GUIDANCE AND OPERATIONS OF COMMITTEES

AND

RESOLUTION OF THE BOARD OF DIRECTORS

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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 Unit Owners 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; and

GIVEN THAT, it is in the interest of the Unit Owners of the Association and the Board of Directors to assign Board Members as Board Liaisons 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 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. The Board President shall appoint Board Members as Liaison Persons for such established committees, subject to review by the Board Members present and acceptance by the selected Board Member. 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.

1.2 Types of Committees:

Committees established by the Board of Directors shall be either Standing Committees or Ad-hoc (“for this purpose”/temporary) Committees.

Standing Committees shall be established for the purpose of transacting the regular long-term business of the Association. Standing Committees shall serve indefinitely in an on-going capacity until dissolved by the action of the Board of Directors.

Standing Committees will be comprised of the Board Liaison Person, appointed each Board year, and Unit Owners 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.

Ad Hoc Committees shall be activated or formed for special purposes. When the purpose has been completed, the committee shall automatically be de-activated or dissolved.

All committees established by the Board of Directors shall be deemed to be Ad Hoc Committees unless expressly designated as a Standing Committee by the Board of Directors.

Sub-Committees may be formed or activated within a Standing Committee by the Committee Chairperson, subject to the approval of the Board President, when consistent with the duties of said standing committee.

1.3 Appointment of Committee Members:

Committee Members shall be appointed by the Board Liaison from a collection of volunteer Unit Owners within the community. Ideally, each committee should have at least three Unit Owners as members.

Residents and Tenants may join the Landscape Sub-Committee, the Clubhouse Operations and Social Committee, and the Newsletter, Web-Site and Community Relations Committee as non-voting members.

1.4 Removal of The Board assigned Liaison Person or Committee Members, Vacancies In Office, Resignations:

The Board assigned Liaison Person may be removed and or resign in accordance with the procedure established by the Bylaws of the Association. Any committee member may be removed with or without cause by the Committee Chairperson, subject to the approval of the Board President. The Committee Chairperson may also declare a committee position vacant due to repeated or unexcused absences of a member or for his or her failure to assume his or her duties of the position. Any committee member may resign at any time by giving written notice to the Committee Chairperson. 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.

1.5 Committee Officers:

The Board assigned Liaison Person will be the chairperson. The chairperson will appoint a member who will assume responsibilities of the chair in his or her absence so as to fulfill the responsibilities of the Committee as charged. At the first regularly called meeting, the committee members shall choose from among the committee membership a reporting secretary who will take the minutes of the committee meeting . The same person may serve as chairperson and secretary on the same committee.

1.6 Quorum, Voting:

The majority of the Unit Owners of the committee present at the meeting or by teleconference or other electronic means shall constitute a quorum for the transaction of business. Every act or decision done or made by majority vote of the Unit Owners present at duly held meeting at which a quorum is present or by majority vote by teleconference or other electronic means, e.g. email, shall be regarded as an action of the Committee. No voting member of the Committee can sign a proxy to another member of the Association to act or vote on 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 amounts budgeted by the board 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 Managing Agent. All expenditures of Association funds 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. At the end of the chairperson's term, all property held by the chairperson, including records and files, shall be delivered to his/her successor, to the Managing Agent, or Board Secretary or Board Treasurer as appropriate.

1.9 Roster of Committee:

The Board Secretary shall maintain a current roster of all Association Committee Chairpersons. The roster will be provided to the Managing Agent and all members of the Board of Directors.

ARTICLE TWO

GENERAL DUTIES AND RESPONSIBILITIES OF COMMITTEES:

2.1 Meetings:

Standing Committees shall meet as often as necessary to complete their assigned tasks and/or responsibilities, but no less than once per year. The Standing Committee Board Liaison shall report their actions, recommendations, and motions to the Board of Directors at each meeting scheduled by the Board of Directors as appropriate. Sub-Committees shall report directly to the Standing Committee to which they are assigned.

Ad Hoc Committees shall meet as often as necessary to complete their assigned tasks and/or responsibilities. The active Ad Hoc Committee Board Liaison shall report their actions, recommendations, and motions to the Board of Directors at the next meeting of the Board of Directors.

All meetings, unless qualified as Closed Meetings per MCA 11-109.1, shall be open to the Unit Owners of the Association.

2.2 Minutes:

The Board Liaison'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 committees shall serve one (1) year terms, which shall expire at the close of the next Annual Meeting of the Unit Owners of the Association, unless the Board extends their terms. 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 committees shall not adopt rules and procedures to guide the conduct of their affairs without the review and approval by the Board of Directors.

2.5 Vacancies:

Vacancies shall exist when a member of the committee resigns. The Committee Chairperson, at his/her discretion declare a committee position vacant due to repeated or unexcused absences of a member or for his or her failure to assume his or her duties of the position subject to Section 1.4 above. The chairperson of the committee shall notify the Board and Property Manager of all such vacancies. At the request of the chairperson, the Property Manager may publish vacancies and desired qualifications.

2.6 Organization of Committees

The goal of each Committee is to have at least three (3) Unit Owners. If three Unit Owners cannot be obtained, subject to approval by the Board President, the committee can function with fewer than three Unit Owners. All Committees shall comply with the rules set forth in this document (Guidance and Operations of Committees).

Residents and Tenants may join the Landscape Sub-Committee, the Clubhouse Operations and Social Committee, and the Newsletter, Web-Site and Community Relations Committee as non-voting members.

STANDING COMMITTEE CHARTERS

BUDGET AND FINANCE

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to supervise the fiscal programs; and,

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

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors, does establish by resolution a STANDING COMMITTEE chartered as the Budget and Finance Committee. The Purpose, Responsibilities, and Organization of the Committee are set forth herein:

PURPOSE

To assist the Board of Directors in development, oversight and maintenance of the Association financial affairs.

RESPONSIBILITIES

The Committee shall:

.....be responsible for, in cooperation with the Managing 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 Unit Owners of the Association and the Board of Directors. Said review is limited to recommendations to the Board of Directors and the Unit Owners. Final budget approval is vested in the Board of Directors.

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

.....review proposals from Certified 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.

.....review the draft and final Annual Audit Reports and any related management and

representation letters submitted by the auditor and make recommendations to the Board as to the appropriate action required.

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

....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee, and submit them to the Newsletter, Website and Community Relations Committee's Board Liaison.

.....notify the Managing Agent at least a week in advance of the date and time of all committee meetings so that the Association Unit Owners can be notified to meet the public meeting requirement. Only emergency meetings or MCA allowed Executive Session meetings are excluded.

.....maintain all applicable records of official committee activities in coordination with the Managing Agent.

ORGANIZATION

The Committee shall:

.....consist of the Board Treasurer, who serves as Chairperson and Board Liaison, and at least two (2) additional Unit Owners; unless otherwise approved by the Board of Directors.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the committee chairperson or his/her alternate attends all of this Committee's Meetings, and all Board of Directors Meetings.

.....comply with the Board of Directors Resolutions and the current version of the Guidance and Operation of Committees.

RESERVE

SUBCOMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

The Subcommittee shall:

.....conduct a comprehensive review of the prepared reserve study as needed to repair, replace, restore, or maintain common area components of the association

.....determine the current and useful remaining life of association components and determine replacement cost

.....develop a reserve funding plan to facilitate having funds available in the reserve account when they are required

.....ensure the association is neither overfunding or underfunding its reserves

.....coordinate with other committees of the association to ensure proper funding of projects

.....prepare reports for the Board of Directors to assist in making fiscally responsible decisions

.....recommend to board companies to conduct a reserve study when due or by applicable state laws

ORGANIZATION– RESERVE SUBCOMMITTEE

The Sub-Committee shall:

.....consist of at least three (3) Unit Owners. the Chairperson and Board Liaison shall be the Board Treasurer unless otherwise approved by the Board of Directors

.....ensure that the committee chairperson or his/her alternate attends all of this Committee's Meetings and Board of Directors Meetings as appropriate.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....comply with Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

CLUBHOUSE OPERATIONS AND SOCIAL
COMMITTEE CHARTER
QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to maximize the benefits of the recreational facilities to all residents of the community; and,

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

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Clubhouse Operations and Social Committee. The Purpose, Responsibilities and Organization of the Committee are set forth herein:

PURPOSE

To assist the Board of Directors in operation of the clubhouse and the development of social events utilizing the recreational facilities of the Community and to encourage community participation by all Unit Owners, Residents and Tenants in the Association social affairs..

RESPONSIBILITIES

The Committee shall:

.....develop and review guidelines for the general operation of the swimming pool and clubhouse and recommend them to the Board of Directors in cooperation with the Managing Agent

.....be responsible for planning social events, soliciting volunteers to assist in those events, publicizing those events around the community, and carrying out those events.

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

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

.....prepare articles for community newsletters, when appropriate, detailing the activities,

accomplishments, and future plans of the Committee, and submit them to the Newsletter, Website and Community Relations Committee's Board Liaison.

.....notify the Managing Agent at least a week in advance of the date and time of all committee meetings so that the Association Unit Owners can be notified to meet the public meeting requirement. Only emergency meetings or MCA allowed Executive Session meetings are excluded.

.....maintain all applicable records of official committee activities, in coordination with the Managing Agent.

ORGANIZATION

The Committee shall:

.....consist of at least three (3) Unit Owners; one (1) of whom shall be a board member to act as Chairperson and Board Liaison; unless otherwise approved by the Board of Directors. Residents and Tenants may join as non-voting members.

.....meet at least annually; as well as in advance of each social event, and otherwise as often as necessary to complete its assigned responsibilities.

.....ensure that the committee chairperson or his/her alternate attends all of this Committee's Meetings and all Board of Directors Meetings.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

COVENANTS
COMMITTEE CHARTER
QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to assist in the development of rules, policies and standards of the community, to maintain the visual harmony of the community, and to manage the activities of the community; and,

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

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Covenants Committee. The Purpose, Responsibilities, and Organization of the Committee are set forth herein:

PURPOSE

To assist the Board of Directors in development, oversight and enforcement of the Declaration, Bylaws, Rules & Regulations and Policies that control the design, appearance, use and enjoyment 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 when permitted.

.....oversee and monitor a log of violations and a tracking system maintained on the portal by the Managing Agent that ensure a timely and just solution of violations.

.....enforce the provisions of the Maryland Condominium 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 activate the Documentation and Rule and Regulations Sub-Committee to review the Declaration, ByLaws, Resolutions and Policies, and Rules and Regulations to ensure that they are accurate, current, meet the needs of the community, and adhere to the Maryland Condominium Act as amended and governing documents of the Association.

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

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the Covenants Committee, and submit them to the Newsletter, Website and Community Relations Committee's Board Liaison.

.....notify the Managing Agent at least a week in advance of the date and time of all committee meetings so that the Association Unit Owners can be notified to meet the public meeting requirement. Only emergency meetings or MCA allowed Executive Session meetings are excluded.

.....maintain all applicable records of official Covenants committee activities in coordination with the Managing Agent.

ORGANIZATION

The Committee shall:

.....consist of at least three (3) Unit Owners; one (1) of whom shall be a board member to act as Chairperson and Board Liaison 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; unless otherwise approved by the Board of Directors.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the committee chairperson or his/her alternate attends all of this Committee's Meetings and all Board of Directors Meetings

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

ELECTION
COMMITTEE CHARTER
QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

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

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

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Election Committee. The Purpose, Responsibilities and Organization of the committee are set forth herein:

PURPOSE

Purpose of the Election Committee is to canvas Unit Owners to serve on the Board of Directors of the Association.

RESPONSIBILITIES

The Committee shall:

.....provide the Managing Agent a standard format for resumes for all candidates for Board of Directors vacancies.

.....ensure that the Managing Agent provides Unit Owners with resumes for all candidates seeking election to the Board of Directors in accordance with the scheduled timeframe.

.....assist the Managing Agent in the supervision of the annual election of the Board of Directors.

.....assist with the certification of the results of elections to the Board Secretary.

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

.....prepare articles for community newsletters, when appropriate, detailing the activities, coming vacancies, accomplishments, and future plans of the Committee, and submit them to the Newsletter, Website and Community Relations Committee's Board Liaison.

.....maintain all applicable records of official committee activities, in coordination with the Managing Agent.

ORGANIZATION

The Committee shall:

.....consist of at least three (3) Unit Owners; one (1) of whom shall be a board member (not running for reelection) to act as Chairperson and Board Liaison; unless otherwise approved by the Board of Directors.

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

.....ensure that the committee chairperson or his/her alternate attends all of this committee's meetings and reports at Board of Directors Meetings as appropriate.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

INSURANCE AND CLAIMS

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit 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, to plan, manage and review that coverage, to obtain guidance when considering insurance issues; and,

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

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Insurance. The Purpose, Responsibilities and Organization of the Committee are set forth herein:

PURPOSE

To assist the Board of Directors in development, oversight and maintenance of the Association's existing and future insurance 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 that they represent the best value for the community, and to assist the board with handling claims against those policies, including limiting financial losses to the Association and evaluating claims against the Association by unit owners in excess of HOA-6 insurance requirements.

RESPONSIBILITIES - INSURANCE COVERAGE

The Committee shall:

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

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

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

RESPONSIBILITIES – INSURANCE CLAIMS

The Committee shall:

.....review current insurance policies on an ongoing basis to determine what situations/conditions are covered and to confirm 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) and the Exhibit B: Expanded chart to determine who is responsible for the repairs in question, the unit owner or the Association.

.....in coordination with the Maintenance Committee, the Managing Agent and the Association’s Insurance Broker, determine if a claim is valid.

..... in coordination with the Maintenance Committee and the Managing Agent, notify and explain to the unit owner that, when the cause of the damage originates from within a unit, the owner of that unit is responsible for damages to any portion of the condominium, including other units, the general common elements, and the limited common elements for the amount stipulated in Section 11.114 of the Act as amended (currently \$5,000.00)

...follow up on the collection of said damages assessments.

RESPONSIBILITIES - GENERAL

The Committee shall:

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

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee, and submit them to the Newsletter, Website and Community Relations Committee’s Board Liaison.

.....prepare annual budget requests and submit them to the Budget and Finance Committee’s Board Liaison person.

.....notify the Managing Agent at least a week in advance of the date and time of all committee meetings so that the Association Unit Owners can be notified to meet the public meeting

requirement. Only emergency meetings or MCA allowed Executive Session meetings are excluded.

.....maintain all applicable records of official Insurance Committee activities, in coordination with the Managing Agent.

ORGANIZATION

The Committee shall:

.....consist of at least three (3) Unit Owners, one (1) of whom shall be a board member to act as Chairperson and Board Liaison; unless otherwise approved by the Board of Directors.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the committee chairperson or his/her alternate attends all of this Committee's Meetings and all Board of Directors Meetings.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

LONG RANGE PLANNING

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit 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 its authority has the responsibility to establish such committees and charge those committees with duties and responsibilities,

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Long Range Planning Committee. The Purpose Responsibilities and Organization of the committee are set forth herein:

PURPOSE

To assist the Board of Directors in the analysis of issues which impact the long range vision of general welfare of the community.

RESPONSIBILITIES

The Committee shall:

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

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

.....develop strategic long range plans for issues that affect the general interest and welfare of the Association.

.....develop, maintain, and update long range plans for the Association in coordination the Finance Committee and the Maintenance Committee.

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

.....prepare articles for community newsletters, when appropriate, detailing the activities,

accomplishments, and future plans of the committee, and submit them to the Newsletter, Website and Community Relations Committee's Board Liaison.

.....notify the Managing Agent at least a week in advance of the date and time of all committee meetings so that the Association members can be notified to meet the public meeting requirement. Only emergency meetings or MCA allowed Executive Session meetings are excluded.

.....maintain all applicable records of committee activities, in coordination with the Managing Agent.

ORGANIZATION

The Committee shall:

.....consist of at least three (3) Unit Owners; one (1) of whom shall be a board member to act as the Chairperson and Board Liaison; unless otherwise approved by the Board of Directors.

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

.....ensure that the committee chairperson or his/her alternate attends all of this committee's meetings and Board of Directors Meetings as appropriate.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

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 plan, manage and review the operation of and assist in the development of policies and standards for the operation and maintenance of the buildings and, grounds and landscaping; and,

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

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Maintenance Committee. The Purpose, Responsibilities and Organization of the Committee are set forth herein:

PURPOSE

To assist the Board of Directors in development, oversight and maintenance of plans and procedures that will maintain the buildings, structures, grounds and landscaping of Queen's Landing.

RESPONSIBILITIES - MAINTENANCE

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, the Clubhouse, the Maintenance Building 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.

.....oversee and monitor a Maintenance Work Order list maintained by the Managing Agent to ensure timely response to requests submitted by homeowners.

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

.....inspect common area and elements for work performed; note problems, suggest action and corrections to the Management Agent.

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

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

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

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

....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee, and submit them to the Newsletter, Website and Community Relations Committee's Board Liaison.

.....notify the Managing Agent at least a week in advance of the date and time of all committee meetings so that the Association Unit Owners can be notified to meet the public meeting requirement. Only emergency meetings or MCA allowed Executive Session meetings are excluded.

....maintain all applicable records of official committee activities, in coordination with the Managing Agent.

ORGANIZATION - MAINTENANCE

The Committee shall:

.....consist of-at least three (3) Unit Owners; one (1) of whom shall be a board member to act as Chairperson and Board Liaison; unless otherwise approved by the Board of Directors.

.....meet at least annually; however shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the committee chairperson or his/her alternate attends all maintenance coordination meetings with the Managing Agent, all of this Committee's Meetings, and all Board of Directors Meetings.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

RESPONSIBILITIES – LANDSCAPING & GROUNDS SUBCOMMITTEE

The Sub-Committee shall:

.....on an ongoing basis monitor the performance of the landscape contractor for quality of work performed and 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 as needed.

.....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 Maintenance Committee as to how to resolve all such requests.

.....review all landscape maintenance standards, specifications, landscape contracts and contractors and prepare a report to the Maintenance Committee concerning findings and recommendations derived from all such reviews.

.....review, specifications and bids for contracted landscape and grounds work, and make recommendations to the Maintenance Committee as to which contractor should be approved.

.....prepare annual budget requests and submit them to the Maintenance Committee for inclusion in its budget.

.....prepare reports of the sub-committee's actions, motions, and recommendations so the Chairperson/Board Liaison person can present such reports to Maintenance Committee at its meetings.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the sub-committee, and submit them to the Maintenance Committee for incorporation in its submission to the Newsletter, Website and Community Relations Committee's Board Liaison.

.....notify the Maintenance Committee Chairperson and the Managing Agent at least a week in advance of the date and time of all committee meetings so that the Association Unit Owners can be notified to meet the public meeting requirement. Only emergency meetings or MCA allowed Executive Session meetings are excluded.

.....maintain all applicable records of official committee activities in coordination with the Maintenance Committee.

ORGANIZATION– LANDSCAPING & GROUNDS SUBCOMMITTEE

The Sub-Committee shall:

.....be represented by its Chairperson or other member of the Sub-Committee at each scheduled Maintenance Committee meeting.

.....consist of at least three (3) Unit Owners. Residents and Tenants may join as non-voting members.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

NEWSLETTER, WEBSITE, AND COMMUNITY RELATIONS

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to plan, manage, and review the operation of the Newsletter, website, and communications programs; and,

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

NOW, THEREFORE, LET IT BE RESOLVED that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Newsletter, Website, and Community Relations Committee. The Purpose, Responsibilities and Organization of the committee are set forth herein:

PURPOSE

To assist the Board of Directors in development, oversight and maintenance of policies and procedures that provide pertinent information about the Queen's Landing community, including maintenance, restoration and safety related issues, social events, and other community news of interest to members of the Council of Unit Owners.

RESPONSIBILITIES

The committee shall:

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

.....approve all articles prior to production of the Newsletter and postings on the Website, and submit the final Newsletter draft to the entire Board for approval.

.....monitor all publications and website postings for completeness, accuracy, and consistency with Association Publication Policy, except those web postings designated to the Covenants Documentation Sub-Committee in that charter.

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

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

.....prepare articles for the community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee, and publish them in the Newsletter, Website and Community Relations as appropriate.

.....notify the Managing Agent at least a week in advance of the date and time of all committee meetings so that the Association Unit Owners can be notified to meet the public meeting requirement. Only emergency meetings or MCA allowed Executive Session meetings are excluded.

.....maintain all applicable records of official committee activities, in coordination with the Managing Agent.

ORGANIZATION

The Committee shall:

.....consist of at least three (3) Unit Owners; one (1) of whom shall be a board member to act as Chairperson and Board Liaison; unless otherwise approved by the Board of Directors. Residents and Tenants may join as non-voting members.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the committee chairperson or his/her alternate attends all of this committee's meetings and Board of Directors Meetings as appropriate.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

AD HOC COMMITTEE CHARTERS

This revision supersedes all previous Guidance and Operations of Committees

DOCUMENTATION AND RULES AND REGULATIONS SUB-COMMITTEE
OF COVENANTS

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to manage and review all condominium documents for accuracy and adherence to the law;

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to plan, manage, and review the operation and performance of the community Rules and Regulations; and

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

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution an AD HOC COMMITTEE chartered as the Documentation and Rules and Regulations Committee as a Sub-Committee of the Covenants Committee. The Purpose, Responsibilities and Organization of the Committee are set forth herein:

PURPOSE

To assist the Covenants Committee in development, oversight and maintenance of the Queen's Landing Declaration, By-Laws, Rules and Regulations, Resolutions and Policies, that are accurate, current, meet the needs of the community, and adhere to Maryland Condominium Law as amended, when the Covenants Committee deems it necessary to activate this Sub-Committee to do so.

RESPONSIBILITIES

The Committee shall:

.....maintain on the Association's Website, in coordination with the Website Operator, links to the following: The Maryland Condominium Act, The Queen's Landing Declaration, The Queen's Landing Bylaws, The Queen's Landing Committee Charters, The Queen's Landing Rules & Regulations, All Queen's Landing Policy Resolutions and Protocols. Policy Resolutions are policies that have been adopted by the Board of Directors that effect the governing of the community on a long-term basis. Protocols are non-binding guidelines for carrying out and complying with governing policies.

.....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, and to make recommendations for same to the Covenants Committee.

.....review the minutes from Board of Director's meetings to determine if resolutions passed at meetings affect 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 and on the Association's website.

.....review the minutes from Board of Director's meetings to determine if resolutions passed at meetings affect 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 and on the Association's website.

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

.....assist the Covenants Committee in interpreting existing condominium documents.

.....make recommendations to the Covenants Committee 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 reports of the committee's actions, motions, and recommendations so that the Chairperson/Board Liaison person can present such reports to the Board of Directors at the next Board meeting.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee, and submit them to the Newsletter, Website and Community Relations Committee's Board Liaison.

.....notify the Managing Agent at least a week in advance of the date and time of all committee meetings so that the Association members can be notified to meet the public meeting requirement. Only emergency meetings or MCA allowed Executive Session meetings are excluded.

.....maintain all applicable records of official committee activities, in coordination with the Managing Agent.

ORGANIZATION

The Committee shall:

.....the committee shall consist of at least three (3) Unit Owners; one (1) of whom shall act as Chairperson and Board Liaison.

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

.....ensure that the committee chairperson or his/her alternate attends all of this committee's meetings and Covenants Committee Meetings.

.....function as part of the Covenants Committee.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

LEGAL
COMMITTEE CHARTER
QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to plan, manage and review the operation of the legal aspects of the community; and,

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

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution an AD HOC COMMITTEE chartered as the Legal Committee. The Purpose, Responsibilities and Organization of the committee are set forth herein:

PURPOSE

To assist the Board of Directors in management of legal issues when the Board deems it necessary to activate this Committee to do so.

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, in coordination with the Board President, with the Association's attorney.

.....review with the cooperation of the Managing Agent, relevant 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 reports of the committee's actions, motions, and recommendations so that the Chairperson/Board Liaison person can present such reports to the Board of Directors at the next Board meetings.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee as appropriate, and submit them to the Newsletter, Website and Community Relations Committee's Board Liaison.

.....notify the Managing Agent at least a week in advance of the date and time of all committee meetings so that the Association members can be notified to meet the public meeting requirement. Only emergency meetings or MCA allowed Executive Session meetings are excluded.

.....maintain all applicable records of official committee activities, in coordination with the Managing Agent.

ORGANIZATION

The Committee shall:

.....consist of at least three (3) Unit Owners; one (1) of whom shall be a board member to act as Chairperson and Board Liaison; unless otherwise approved by the Board of Directors.

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

.....ensure that the committee chairperson or his/her alternate attends all of this Committee's Meetings and Board of Directors Meetings as appropriate.

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

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

PROPERTY MANAGEMENT

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to plan, manage, and review the Property Management of the Queen's Landing community; and

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

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors does establish by resolution an AD HOC COMMITTEE chartered as the Property Management Committee. The Purpose, Responsibilities and Organization of the committee are set forth herein:

PURPOSE

To assist the Board of Directors in review and oversight of the Property Management Company and their Personnel when the Board deems it necessary to activate this Committee to do so.

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.

.....when requested, 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.

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

....prepare articles for community newsletters, when appropriate, detailing the activities,

accomplishments, and future plans of the committee, and submit them to the Newsletter, Website and Community Relations Committee's Board Liaison.

.....notify the Managing Agent at least a week in advance of the date and time of all committee meetings so that the Association members can be notified to meet the public meeting requirement. Only emergency meetings or MCA allowed Executive Session meetings are excluded.

.....maintain all applicable record of the official committee activities, in coordination with the Managing Agent.

ORGANIZATION

..... the committee shall consist of at least three (3) Unit Owners; one (1) of whom shall be a board member to act as Chairperson and Board Liaison; unless otherwise approved by the Board of Directors.

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

.....ensure that the committee chairperson or his/her alternate attends all of this committee's meetings and Board of Directors Meetings as appropriate.

..... shall function as 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.

END OF COMMITTEE CHARTERS