

**The Encore of McLean, A Condominium
Unit Owners Association Administrative Resolution Number 98-1
Formation of Committees**

Whereas, Article 3, Section 3.1 of the Encore Bylaws state "The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association", and

Whereas, Article 3, Section 3.1© states "The Board of Directors shall provide for the operation, care, upkeep and maintenance of all the property and services of the condominium", and

Whereas, the Board of Directors, has realized a desire for regular input and advise from owners and residents in the performance of those duties and responsibilities, and

Whereas, the Board of Directors have determined that an organized committee system is the most efficient means to accomplish that desire,

Now, Therefore, Be It Resolved That the Board of Directors hereby establishes a formal committee structure which shall function under the full authority of the Board of Directors and shall have such duties and powers as the Board of Directors may provide from time to time.

Be It Further Resolved That each specified committee shall have written a Charter and Charge dedicated to the goals and functions of the Association as imposed by the Board of Directors from time to time and in accordance with the Rules and Regulations of the Association, that the committee serves at the discretion of the Board of Directors and that any committee may be relieved of any or all duties and that any member may be removed from the committee without cause or prejudice, and

Be It Further Resolved That the Board of Directors shall, at the annual organizational meeting of the Board, determine the type and number of the desired committees for the year and a Board Member shall be assigned as liaison between the Board and each Committee.

The Encore Committees

• Covenants Committee

The By Laws state in Section 3.18.: "Purpose: (a) The Board of Directors shall establish a Covenants Committee, consisting of three members appointed by the Board, each to serve for a term of one year, in order to assure that the Condominium shall always be maintained in a manner: (1) providing for visual harmony and soundness of repair; (2) avoiding activities deleterious to the esthetic or property values of the Condominium; (3) furthering the comfort of the unit owners, their guests and tenants; and (4) promoting the general welfare and safety of the Condominium community.

(b) Powers: The Covenants Committee shall regulate the external design, appearance, use and maintenance of the common elements. The Covenants Committee shall have the power to impose reasonable application fees as well as the costs of reports, analyses, or consultations required in connection with improvements or changes proposed by a unit owner. The Covenants Committee shall have the power to impose reasonable fines (pursuant to subsection 9.1(g) hereof) upon, and issue a cease and desist request to, a unit owner, his guests, invitees, or lessees whose actions are inconsistent with the provisions of the Condominium Act, the condominium instruments, the Rules and Regulations or resolutions of the Board of Directors (upon petition of any unit owner or upon its own motion). The Covenants Committee shall from time to time, as required, provide interpretations of the condominium instruments, the Rules and Regulations or resolutions pursuant to

the intents, provisions and qualifications thereof when requested to do so by a unit owner or the Board of Directors. Any action, ruling or decision of the Covenants Committee may be appealed to the Board of Directors by any party deemed by the Board to have standing as an aggrieved party and the Board may modify or reverse any such action, ruling or decision.

(c) Authority: The Covenants Committee shall have such additional duties, power and authority as the Board of Directors may from time to time provide by resolution. The Board of Directors may relieve the Covenants Committee of any of its duties, powers and authority either generally or on a case-by-case basis. The Covenants Committee shall carry out its duties and exercise its powers and authority in the manner provided for in the Rules and Regulations or by resolution of the Board of Directors.”

• Elections Committee (Section 3.4 (a) of the Bylaws)

Purpose and Powers/Duties: At least sixty days prior to the special meeting required by subsection 2.4(b) of the Bylaws and each annual meeting of the Unit Owners Association, the Board of Directors shall appoint an Elections Committee consisting of a member of the Board whose term is not then expiring and at least three other unit owners who are not directors. The Elections Committee shall recommend election procedures to the Board of Directors who shall set them. The Elections Committee shall administer such procedures as are approved by the Board providing for election of directors by ballot of the unit owners at annual meetings and, where appropriate, special meetings.

Through resolution 98-1, the Board of Directors has established seven additional committees. The Authority for all seven committees follow that authority as designated in Section 3.18 of the Bylaws.

All committees shall have an appointed member of the Board of Directors who will act as Liaison between the committee and the Board of Directors. It is the Liaison/Director’s responsibility to organize the committee, determine the charter and operating procedures for the committee, attend committee meetings, and report committee recommendations and findings to the Board for consideration and approval. The Liaison/Director will report on the status of current and on-going activities of their Committee at the Board Meetings.

Committee membership by necessity has been limited. Participation on one committee only will be allowed to give the opportunity for more diverse membership. However, in addition to regular membership, alternates are needed for special projects that a committee may undertake, or in the event that a regular member is on extended travel or can no longer serve.

A description of each of the seven additional committees, shown in alphabetical order, follows.

• Ad Hoc Committee (Special projects, as required and assigned by the Board)

Purpose: The Board of Directors shall establish an Ad Hoc Committee on an “As-Need” basis, consisting of at least three members and not more than seven members, each to serve for a term for the duration of the designated issue requirements.

The Ad Hoc Committee shall research and evaluate particular assignments as requested from the Board of Directors.

Powers/Duties: The Board President shall appoint the chairperson who shall preside at all meetings of the Committee. The Ad Hoc Committee shall make all decisions regarding schedules and procedures for the

particular assignment and shall complete the assignment within the time frame designated by the Board of Directors.

There is no permanent Chairperson or membership for these committees. Any owner/resident or member of other committees may serve on an Ad-Hoc committee. Ad Hoc Committee membership will be based on the specific requirements of the Board assigned project.

• Building & Grounds Committee

Purpose: The Board of Directors shall establish a Building and Grounds Committee consisting of at least five members and not more than nine members, each to serve for a term of one year.

The Building and Grounds Committee shall direct its attention to the preservation and enhancement of the physical environment in the Community, as well as the safety and security of the residents.

Powers/Duties: The Board President shall appoint the chairperson who shall preside at all meetings of the Committee. The Building and Grounds Committee shall identify and/or assist in the recommended solutions for the maintenance and upkeep of all common areas, including grounds, roads, parking areas, hallways, equipment, and structures. The Building and Grounds Committee shall act under the direction of the Board of Directors for specific projects relating to the building or the grounds of the community and not heretofore mentioned.

• Finance Committee

Purpose: The Board of Directors shall establish a Finance Committee consisting of at least three members and not more than six members, each to serve for a term of one year.

The Finance Committee shall assure that the Unit Owners Association has and maintains appropriate resources and reserve funds to sustain operations and meet all obligations of the Encore of McLean.

Powers/Duties: The Board President shall appoint the chairperson who shall preside at all meetings of the Committee. The Finance Committee shall review the annual budget submitted by the property management company and make recommendations to the Board of Directors concerning changes and/or approvals of all items presented in the Budget. The Finance Committee shall also review all bills submitted by the Regency Condominium for shared expenses as requested by the Treasurer, and make recommendations to the Board of Directors for payment.

• Interior Design Committee

Purpose: The Board of Directors shall establish an Interior Decor Committee consisting of at least five members and not more than nine members, each to serve for a term of one year.

The Interior Decor Committee shall assure that the Encore of McLean building interior is decorated and maintained in accordance with the direction of the Board of Directors and the high standard expected by the Association ownership.

Powers/Duties: The Board President shall appoint the chairperson who shall preside at all meetings of the Committee. The Interior Decor Committee shall inspect the building interior and make recommendations to the Board of Directors concerning changes and/or improvements for all furnishings and decorative elements. The Committee shall also be charged with responding to specific assignments and directives made by the Board of Directors. The Chair of the Building and Grounds Committee shall be an Ex Officio member of the Committee.

• News Letter Committee

Purpose: The Board of Directors shall establish a Newsletter Committee consisting of at least three members and not more than four members, each to serve for a term of one year. The President of the Board of Directors and General Manager shall be automatic members of the Committee.

The Newsletter Committee shall provide the residents and owners at the Encore of McLean with current happenings, issues, and helpful information relating to the management of the community and to the residents.

Powers/Duties: The Board President shall appoint the chairperson who shall preside at all meetings of the Committee. The Newsletter Committee Chairperson shall make all decisions with regard to format, content, and frequency of distribution. The President of the Board of Directors shall have full and sole power to edit a final draft of the Newsletter prior to distribution to the Association owners/residents.

• Regency Committee

Purpose: The Board of Directors shall establish a Regency Committee consisting of at least one member and not more than three members, each to serve for a term of one year.

The Regency Committee shall establish a neighborly relationship and promote good will with the Regency condominium and develop a better understanding of those shared expenses that exist between the two communities.

Powers/Duties: The Board President shall appoint the chairperson who shall preside at all meetings of the committee. The Regency Committee shall attend any Regency meetings or discussion, in representation of the Encore, that the Regency may allow; and shall have the power to make all decisions with regard to reciprocal invitations by the Encore.

• Social Committee

Purpose: The Board of Directors shall establish a Social Committee consisting of at least three members and not more than ten members, each to serve for a term of one year.

The Social Committee shall provide the opportunity for residents and owners at the Encore of McLean to socialize in a neighborly atmosphere and shall help to create good will within the community.

Powers/Duties: The Board President shall appoint the chairperson who shall preside at all meetings of the committee. The Social Committee shall make all decisions relative to the planning of any agenda that will develop a congenial atmosphere among the residents and shall assure that expenses are within the budgeted amount for that year.

**ENCORE OF MCLEAN
A Condominium Unit Owners Association**

Resolution Action Record

Resolution Number: Policy 98-1

Pertaining to: Formation of Committees

Duly adopted at a meeting of the Board of Directors held on

Motion by: Gravallese, seconded by: Thomas

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
<u>Judith S. Graham</u> X Judith S. Graham, President	X	---	---	---
<u>Cynthia Bartholomew</u> X Cynthia Bartholomew, Vice President	X	---	---	---
<u>Vincent Lee-Thorp</u> X Vincent Lee-Thorp, Treasurer	X	---	---	---
<u>Garnet Willow</u> X Garnet Willow, Secretary	X	---	---	---
<u>Patricia A. Gravallese</u> X Patricia A. Gravallese, Director	X	---	---	---
<u>Terry Kearney</u> Terry Kearney, Director	---	---	---	X
<u>Julie Thomas</u> X Julie Thomas, Director	X	---	---	---

FILE:

Book of Minutes
Book of Resolutions

Resolution Effective: February 1, 1998