

**MOSBY'S LANDING UNIT OWNERS' ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 10**

Committee Structure and Operation

(Relating to the Administrative Procedures governing the Structure, Operation and Organization of Committees established by the Board of Directors)

WHEREAS, Mosby's Landing Unit Owners' Association is a corporation duly organized under the laws of the Commonwealth of Virginia established to provide for the management, maintenance, preservation, administration and operation of the Mosby's Landing Condominium in accordance with the Condominium Instruments for the benefit and enjoyment of the owners of condominium units at Mosby's Landing; and,

WHEREAS, Article III, Section 2 of the Bylaws provides that the Board of Directors shall have all powers and duties necessary for the administration of the affairs of the Association and do all such acts and things which are not reserved and required to be exercised by the members of the Association; and,

WHEREAS, Article IV, Section 4 of the Bylaws provides that the President may appoint committees; and,

WHEREAS, the President, with the concurrence of the Board of Directors, desires the assistance of the Unit Owners and residents through established committees, as well as its Managing Agent, in its efforts to ensure that property values and lifestyle at Mosby's Landing are protected and enhanced.

NOW, THEREFORE, BE IT RESOLVED THAT the following policies and procedures are hereby adopted:

I. RESPONSIBILITIES

A. A Committee's specific duties and responsibilities shall be defined in the Charter for the Committee.

B. A committee's general responsibilities are to: (1) originate proposals for Board action; (2) review and advise on proposals of other committees for Board action, as may be requested by the Board; and (3) in some cases, execute, or supervise execution of, programs approved, and as authorized by the Board.

C. The effectiveness of the committees is measured by the extent to which the committees discharge their obligations to the Association in accordance with their respective functions. The responsibility for ensuring this effectiveness rests with the elected officers and the members of the committees who are responsible to the Association and the Board of Directors. On behalf of the Association, the Board of Directors shall be responsible for monitoring and evaluating the effectiveness of Committee operations.

II. MEMBERSHIP

A. Covenants Committee

1. The Board shall appoint five (5) Unit Owners as members of the standing Covenants Committee for a term of two (2) years beginning on the first of February. The terms of Covenants Committee members shall be staggered.
2. Members of the Covenants Committee shall serve on no other committees.
3. The Secretary, at the discretion of the President, shall solicit Unit Owners to serve on the Covenants Committees in accordance with the procedures set forth in subsection B of this Article.
4. All members of the Covenants Committee must be Unit Owners.

B. Other Standing or Special Committees

1. The Secretary, and at the discretion of the President, members of each Committee, shall solicit Unit Owners and other residents to serve on such committees by letter to which shall be attached and **Application for Committee Membership Form** (Appendix "A").
2. The President, with the concurrence of the Board, may appoint Unit Owners and other residents as members of such committees for a term of one (1) year beginning on the first of February.
3. The President, with the concurrence of the Board, may appoint residents who are not Unit Owners as members of such committees except the Covenants Committee.
4. The President, with the concurrence of the Board, as appropriate, shall appoint an uneven number of members of such committees as required to accomplish the objectives of the committee. All standing Committees of the Association must have a minimum of five (5) members.
5. Members may not serve on more than two (2) such committees.
6. In order to be elected to, or serve on, a Committee, members must be in good standing with the Association. For these purposes, "good standing" shall mean that the member is not delinquent in any financial obligation to the Association, privileges have not been suspended, there is no pending legal action against the unit owner, or the unit is not otherwise in violation of any of the governing documents of the Association.

- C. The appointment of members of any committee shall be accomplished in a manner that provides continuity of its membership.

D. The President may reappoint any committee member, with the concurrence of the Board.

E. Any committee member may be removed with or without cause by a vote of a majority of the Board of Directors.

F. A Unit Owner may not serve as a member of the Board and on a standing or special committee simultaneously.

III. OFFICERS AND ORGANIZATION

A. Each committee shall elect a Chairman, Vice Chairman, and Secretary for a term of one (1) year. Committee Officers shall be Unit Owners. No member may be an officer of more than one committee.

B. Election of officers shall be by voice vote at the first committee meeting. Members of the committee who are not residents may vote in the officer elections.

C. The Committee Chairman shall orally notify the President or the Board, as appropriate, of his/her election and that he/she is familiar with the Committee Charter pertaining to his/her Committee. The President or the Board, as appropriate, shall then officially, through oral or written communication, confirm the Chairman.

D. In case of a vacancy in the office of Chairman, the Vice-Chairman shall become Acting Chairman. At the next regularly scheduled committee meeting, the members shall elect a Chairman to serve the balance of the unexpired term.

E. Any member who misses three consecutive committee meetings shall be deemed to have resigned from the Committee. The Chair shall promptly report any vacancies to the Board of Directors.

IV. CONDUCT OF BUSINESS

A. Meetings

1. The Committee Chairman shall schedule a monthly meeting, or as required, to be held in a residential unit on the Condominium property or such other location as approved by the Board of Directors, preferably on the same day of the same week of each month (e.g. the second Monday of the month at 7:30 p.m.). The Committee Secretary shall ascertain that a notice is posted at least five (5) days prior to the meeting, starting date, time, place, and items on the agenda.

2. A majority of the committee members shall constitute a quorum.

3. All members of a committee are entitled to vote on all business before the committee.

4. When the Committee Chairman is absent, the Vice-Chairman shall preside. If the Vice-Chairman is absent as well, the Secretary shall designate a committee member to act as Chairman.

5. All Committee meetings shall be open to Owners and residents, except as provided by the Virginia Condominium Act, the Condominium Instruments, or Resolution by the Board. A designated time for resident input shall be allowed at each Committee Meeting.

6. All Committee Meetings shall be conducted generally in accordance with Roberts Rules of Order.

B. Responsibilities of the Committee Secretary (Secretary)

1. The Secretary shall be responsible for keeping the committee roster, recording the minutes of all committee meetings, maintaining documentation of the decision and activities of the committee in the committee notebook maintained in the office of the Association, scheduling meetings, etc.

2. Minutes

a. The Secretary shall prepare the Minutes of each meeting on a **Committee Minutes Form** (Appendix "B") which shall note the attendees and absentees by name, a brief description of business matters considered, and the number of votes, for and against, on matter considered.

b. Copies of the Minutes shall be promptly distributed as follows: (1) Members of the Board; (2) Coordinator of Committees; (3) Committee members; (4) Managing Agent; and (6) Committee notebook.

V. COMMITTEE MINUTES, RECORDS & REPORTS

A. Committee members shall not make available any minutes or records for inspection by the Owners or residents unless authorized to do so by the Board or the Managing Agent. Owners who desire to exam the minutes and other committee records must submit a written request to review the records, in accordance with the requirements of the Virginia Condominium Act, to the Managing Agent.

B. The Committee Chair shall present recommended actions and/or committee reports to the Board at a scheduled Board Meeting through the use of **Committee Request for Board Action Form** (Appendix "C"). Minority views of a committee, with justification, may be included therein.

VI. COORDINATION OF COMMITTEES

A. The Secretary of the Board shall serve as the Central Coordinator of Committees (Coordinator) to ensure that all administrative committee efforts are thoroughly carried out. The Board shall also appoint a Board liaison to each Committee, who is responsible for advising the Committee Chair, assisting with committee membership promotion and other activities deemed appropriate by the Board and the Board liaison.

B. If a matter is of concern to more than one standing committee, the Chairman of the “lead” committee, as designated by the Coordinator, shall be responsible for the final report and recommendation to the Board, and shall present such recommendations to the Board.

VII. APPLICABILITY

The principles set forth herein are applicable to any standing committee or subcommittee, or special committee.

The effective date of this Resolution shall be 22nd of January 2004, and shall remain in effect for three years.

Mosby’s Landing Unit Owners
Association

Paula Bennett, President

MOSBY'S LANDING UNIT OWNERS ASSOCIATION

ADMINISTRATIVE RESOLUTION 10

COMMITTEE STRUCTURE AND OPERATION

Duly adopted at a meeting of the Board of Directors held on the 22nd day of January, 2004.

Motion by: Russ Harman Seconded by: Linda Carter

VOTE:

	YES	NO	ABSTAIN	ABSENT
Paula Bennett	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Linda Carter	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Russ Harman	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Alex Hodges	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
John Wilhelm	<u> X </u>	<u> </u>	<u> </u>	<u> </u>

MOSBY'S LANDING UNIT OWNERS' ASSOCIATION

By: _____
Alex Hodges, Secretary

Appendix A

MOSBY'S LANDING UNIT OWNERS' ASSOCIATION, INC.
APPLICATION FOR COMMITTEE MEMBERSHIP FORM

I would be willing to serve for one year on the following standing committees (maximum of two):

PROPERTY ADDRESS: _____

Owner / Resident #1: _____

Committee	First Choice	Second Choice
Communications		
Covenants (Unit Owners Only)		
Landscaping		
Neighborhood Watch / Community Safety		
Parking Committee		
Swimming Pool Committee		

Owner/Resident Signature _____

Tel. No.: (Home _____) (W) _____

E-Mail Address: _____

Owner / Resident #2: _____

Committee	First Choice	Second Choice
Communications		
Covenants (Unit Owners Only)		
Landscaping		
Neighborhood Watch / Community Safety		
Parking Committee		
Swimming Pool Committee		

Owner/Resident Signature _____

Tel. No.: (H) _____ (W) _____

E-Mail Address: _____

If needed, I would be willing to serve on a special assignment in the area(s) of _____

PLEASE RETURN QUESTIONNAIRE TO: Mosby's Landing Condominium c/o Legum & Norman, Inc., managing agent, 4401 Ford Avenue, Suite 1200, Alexandria, Virginia 22302.

Appendix B

MOSBY'S LANDING UNIT OWNERS' ASSOCIATION

COMMITTEE MINUTES FORM

COMMITTEE: _____

Date	Time	Place
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Call to Order: The meeting was called to order by the Chairman at _____ p.m.

Attendance:

Members Present:

Members Absent:

Approval of Minutes: _____

Discussion:

Unfinished Business (include number of yeas and nays if a motion is voted upon and minority viewpoint, if appropriate):

MOSBY'S LANDING UNIT OWNERS' ASSOCIATION

COMMITTEE MINUTES FORM

New Business (include number of yeas and nays if a motion is voted upon and minority viewpoint, if appropriate):

Request For Board Action Form Attached: Yes No

Next Meeting:

Date	Time	Place
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Adjournment: Since there are no further business to come before the Committee, the meeting was adjourned at _____ p.m.

Secretary, _____
Committee

- cc: Board of Directors
Coordinator of Committees
Committee Members
Managing Agent
Committee Minute Book

Appendix C

MOSBY'S LANDING UNIT OWNERS' ASSOCIATION

COMMITTEE REQUEST FOR BOARD ACTION FORM

Committee.: _____

Other/Coordinating Committees: _____

Matter: _____

Discussion: _____

Cost Considerations: _____

Recommended Board Action: _____

Com. Approval: _____
Date Signature, Committee Chairman

Com. Approval: _____
Date Signature, Committee Secretary