

**FORRESTAL VILLAGE COMMUNITY SERVICES ASSOCIATION, INC.
POLICY RESOLUTION NO. 29
PARCEL COMMITTEES**

WHEREAS, the FVCSA Board of Directors is charged with the responsibility for making policies to manage the affairs of the FVCSA, within the limits specified in the Founding Documents; and

WHEREAS, it is important that decision making within the FVCSA, as within all governing organizations, maintain reasonable standards of due process, to promote fairness and provide for checks and balances; and

WHEREAS, Article III, Section 1 of the Declaration states that “a Parcel Committee may be established for each Parcel in accordance with the Bylaws and serve to advise the Board of Directors on matters pertaining to each Parcel.”; and

WHEREAS, Article VIII, Section 4 of the Bylaws provides for the existence of Parcel Committees, the duties of which shall be to (1) advise the Board each year on the proposed budget for maintaining and operating the Parcel Common Areas and providing services in the Parcel, (2) review and make recommendations on applications referred to it by the Covenants Committee, if any, and (3) perform such duties as may be assigned by the Board of Directors; and

WHEREAS, the FVCSA Board of Directors has become aware that there is a need to establish guidelines for parcel decision making, including selection of Parcel Committee members and an appropriate process for making formal parcel recommendations to the Board;

NOW, THEREFORE, BE IT RESOLVED THAT: Policy Resolution No. 29 dated January 11, 2000 and First Amendment to Policy Resolution 29 dated November 14, 2000 and Policy Resolution No 29 dated June 25, 2012 are rescinded and replaced with this Policy Resolution.

ANNUAL PARCEL MEETING

Each parcel shall hold a general meeting (“Annual Parcel Meeting”) at least once each year during the first three weeks of November, but prior to final submission of the Parcel Operating Budget for the following year. The purpose of the Annual Parcel Meeting will be to elect the Parcel Committee for the following year and to endorse the Parcel Operating Budget.

Each Parcel Committee shall notify the management office on or before the end of the first week of October of its selected meeting date. If the management office has not received notice of a parcel’s scheduled meeting date by October 15th, the management office will select a meeting date and schedule the meeting. In either case, a meeting notice will be mailed by the management office to each parcel Owner and resident at least fifteen (15) days prior to the meeting date.

All Annual Parcel Meetings are official functions of the community and must be held at the Smith House.

ELECTION OF THE PARCEL COMMITTEE

Each Parcel Committee shall consist of at least four (4) members: a parcel chairperson; a finance chairperson; a landscaping chairperson; and an architecture chairperson. Those officers shall be elected by the Owners and tenants of the Parcel at the Annual Parcel Meeting. A parcel may elect additional Parcel Committee members at its discretion. The additional members may include, but are not limited to, a parcel vice-chairperson, finance vice-chairperson, a landscape vice-chairperson and an architecture vice-chairperson, each of whom may perform the duties of the respective chairpersons should those chairpersons be unavailable. The parcel chairperson and the parcel finance chairperson shall be two different individuals. If a person functions in more than one capacity on a Parcel Committee, that person is entitled to just one vote on parcel matters. Any tenant or Owner within a Parcel may be a member of the Parcel Committee.

Election of the Parcel Committee shall be by a vote, as described below, at the Annual Parcel Meeting. Parcel Committee members elected in November shall take office on the first Tuesday in December in the current year and serve until the first Monday in December the following year. Vacancies during the year may be filled by appointment by the remaining Parcel Committee members and such appointee shall take office immediately following her/his appointment and certification to the Board.

Owners and tenants wishing to run for the Parcel Committee shall notify Management in writing of their intention and sign the Petition for Candidacy by the end of the first week in October. Ballots shall be sent to all parcel Owners and tenants along with the notice of the Annual Meeting. Candidates may campaign for election, but Management shall not distribute material on their behalf. No candidate or their representative may solicit or collect ballots from Owners or tenants. All candidates shall have an equal opportunity to make statements at parcel meetings. The Board liaison shall not make any statement favoring one candidate over another.

All notices relative to Parcel meetings or elections shall be sent by Management at the direction of the Board.

SPECIAL PARCEL MEETINGS

At any time, the Parcel Committee may call a meeting of its members. Meeting notification must be sent by Management to each Owner and resident at least fifteen (15) days prior to the meeting date. All notices relative to Parcel meetings or elections shall be sent by Management at the direction of the Board.

At any time, parcel members may by written petition, signed by owners or tenants representing more than half of the units in the parcel, request a special parcel meeting. The meeting date must be specified in the petition and it must be at least thirty (30) days after the signed petition is filed with Management. Management shall send a meeting notice to all parcel owners and residents at least fifteen (15) days prior to the meeting.

All special parcel meetings are official functions of the community and must be held at the Smith House.

MAJOR PARCEL RECOMMENDATIONS

Major parcel recommendations to the Board concerning Special Assessments, Capital Expenditures or Parcel Projects with a per-unit cost in excess of \$1,000 for which a special assessment is required shall require the approval of the parcel Owners at a duly held parcel meeting. All parcel Owners may vote in person or by proxy. Voting for these issues shall be conducted by Management, with ballots to be provided to Owners at least 15 days prior to the tabulation of ballots at the special Parcel meeting. If mailed, the ballots shall be mailed at least 15 days prior to the special Parcel meeting. Management shall certify the voting results to the Board.

Requests for Special Assessment: A request for special assessment shall require the affirmative vote of two-thirds of a quorum of Owners (75% of Owners constitute a quorum). (reference Article V, Section 5, Special Assessments, in the Forrestal Village Declaration of Covenants and Restrictions, dated November 6, 1979). The vote to approve any Special Assessment shall be conducted by Management, which shall certify the results to the Board. Proxy voting shall continue for a period of up to thirty (30) days following the special Parcel meeting, or until the close of business on day on which the votes of seventy-five (75%) of the parcel Owners are received, whichever is later.

Where no special assessment is required, Owners shall be notified by Management if the per-unit cost is in excess of \$1,000. No vote is required in this instance.

Budget Recommendations, Parcel Committee Elections or Actions Which Impact All Owners/Tenants. This section applies to required votes by the parcel members other than Special Assessments. In such votes, there shall be two votes for each home. If the home is owner occupied the owner shall be entitled to two votes. If the home is tenant occupied, the owner is entitled to one vote and the tenant is entitled to one vote. Voting requirements are as follows:

- Voting for Parcel Committee Members shall be by a majority of Owners and tenants attending the Annual Meeting and ballots received by Management prior to the Parcel Annual meeting.
- Voting to endorse the annual Parcel budget shall be by a majority of Owners attending the Annual Meeting.
- Voting to change an architectural standard requires approval by a majority of a quorum of fifty (50%) of the Owners and tenants and ballots received by Management prior to the Parcel Annual meeting. .
- Voting to take an action which impacts all Owners and tenants requires approval by a majority of a quorum of fifty (50%) of the Owners and tenants and ballots received by Management prior to the Parcel Annual meeting.

Procedures for Annual Budget Recommendations and Election of the Parcel Committee: Management shall provide an envelope containing the Parcel Committee ballots to the Parcel Committee Chair prior to the Annual Meeting. In a separate envelope Management shall provide the agenda, proposed budget, blank ballots and a list of Owners and residents for ballot verification. Ballot counting may be done by the Parcel Committee, Board Liaison or

Management representative. In contested elections, the Board shall have discretion to supervise ballot counting in any parcel with a liaison who is not a resident of that parcel. No documents shall be used other than the official documents prepared by Management.

Other Parcel Recommendations: Other parcel recommendations to the Board require a majority vote of Parcel Committee members which shall be recorded and certified to the Board.

Parcel Committee Actions: Actions which are within the authority of the Parcel Committee to approve require a majority vote of Parcel Committee members.

PARCEL PROJECT MANAGEMENT

Management will work with the Parcel Committee to develop the scope of the project; prepare specifications for the project; send out the specifications to prospective contractors for estimates; and meet with prospective contractors to review the bid proposals. Parcel Committee members may meet with prospective contractors only with Management present. Management and the Parcel Committee shall mutually agree on a Contractor for the project to be recommended to the Board for approval. Once the contractor has been selected, Management will oversee the contractor; monitor the project's progress, and report back to the Parcel Committee as needed, or as requested by the Parcel Committee.

Attest: _____
Patty Fenner, Secretary

Date: _____

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|-----------|----------|---------------|----------------------------|
| _____ Yes | _____ No | _____ Abstain | _____ |
| | | | Mari Molenaar, President |
| _____ Yes | _____ No | _____ Abstain | _____ |
| | | | Mary Ryan, Vice President |
| _____ Yes | _____ No | _____ Abstain | _____ |
| | | | Av Magram, Treasurer |
| _____ Yes | _____ No | _____ Abstain | _____ |
| | | | Patty Fenner, Secretary |
| _____ Yes | _____ No | _____ Abstain | _____ |
| | | | Bill Hart, Director |
| _____ Yes | _____ No | _____ Abstain | _____ |
| | | | Phil Rhodes, Director |
| _____ Yes | _____ No | _____ Abstain | _____ |
| | | | Marilyn Tremaine, Director |

Adopted at a Regular Meeting of the Board of Directors on 1/23/2017