

Forrestal Village Community Services Association, Inc.
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POLICY RESOLUTION NO. 29

Revised: June 1, 2020

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 Resolutions No. 29 dated January 11, 2000; November 14, 2000; June 25, 2012; December 4, 2012; July 22, 2013; October 23, 2016; January 27, 2017; November 27, 2018; and March 11, 2019 are rescinded and replaced with this Policy Resolution.

A. PARCEL COMMITTEE RESPONSIBILITIES

According to the Bylaws, it shall be the duty of the Parcel Committees to advise the Board each year on the proposed budget for maintaining and operating the Parcel Common Areas and providing services in the Parcel, to review and make recommendations on applications referred to it by the Covenants Committee, if any; and to perform such duties as may be assigned by the Board of Directors. Actions which are within the authority of the Parcel

Committee to approve require a majority of the voting members of the Parcel Committee. Recommendations to the Board for proposed actions require a majority of the voting members of the Parcel Committee. All notices relative to parcel meetings, elections or official communications from the Parcel Committee shall be sent by Management at the direction of the Board.

Reservation of Board Rights and Responsibilities. The role of the Parcel Committees is advisory in nature. Their responsibilities are detailed in the Declaration, Bylaws of the Association and its Policy Resolutions. The Board gives great weight to Parcel Committee recommendations and advice. However, the Board, in carrying out its fiduciary responsibilities, reserves the right to act in the best interests of the Association and the Parcel, regardless of any advice it may or may not have received from the Parcel Committee.

B. 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 and 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 homeowner and tenant at least fifteen (15) days prior to the meeting date.

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

C. ELECTION OF THE PARCEL COMMITTEE

Each Parcel Committee shall consist of five (5) voting members who shall be elected by the Owners and tenants of the Parcel at the Annual Parcel Meeting. Additional non-voting Parcel Committee members may be made by appointment of the voting members of the Parcel Committee and confirmed by the Board.

1. Any homeowner or tenant in good standing (no arears or violations) within a Parcel may serve on the Parcel Committee. Homeowners and tenants wishing to run for a position on the Parcel Committee shall notify Management in writing of their intention and sign the Self Nomination Form for Candidacy by the end of the first week in October. Ballots shall be sent to all parcel homeowners 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 homeowners 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.

2. Ballots for the voting members of the Parcel Committee shall list the five positions: Parcel Chair, Finance Chair, Landscape Chair, Architecture Chair and Social Chair. These titles define areas of general responsibility, but do not confer any additional authority apart from other Parcel Committee members. The Parcel Chair and the Parcel Finance Chair shall be two different individuals. If a Parcel Committee member functions in more than one capacity on a Parcel Committee, that person is entitled to just one vote on parcel matters. The Landscape and Social Chairs will serve on the Association's Landscape and Social Committees respectively.
3. The ballot should also provide space for write-in votes for each Parcel Committee position. The mailed ballot and the one available at the Parcel Annual Meeting shall be identical. Election of the Parcel Committee shall be by two votes per unit: two votes for resident homeowners or one for the non-resident homeowner and one for the tenant. Ballots must be submitted by mail or at the Annual Parcel Meeting. Counting of the ballots may be done by either the Board Liaison to the parcel, Management or a member of the Association's Election Committee. Results of the voting shall be confirmed at the Annual Board Meeting in December.
4. Voting for Parcel Committee Members shall be by a majority of homeowners and tenants attending the Annual Meeting and the mailed-in ballots received by Management prior to the Parcel Annual meeting.
5. Parcel Committee members elected at the Parcel Annual Meeting 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 confirmed by the Board. Such appointees shall take office immediately following their appointment and Board confirmation.
6. A Parcel Committee member may resign. The unexcused absence of Parcel Committee member from two consecutive regular meetings of the Parcel Committee shall be deemed a resignation. Any Parcel Committee member may be removed by the Board if they are no longer in good standing or consistently fail to participate in Parcel Committee actions.

D. SPECIAL PARCEL MEETINGS

At any time, a majority of the voting members of the Parcel Committee may call a meeting of the parcel homeowners and tenants. Meeting notification must be sent by Management

to each homeowner and tenant at least fifteen (15) days prior to the meeting date.

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

E. MAJOR PARCEL RECOMMENDATIONS

Parcel projects may be initiated by the voting members of the Parcel Committee or recommended to the Parcel by Management. The Parcel Committee will work with Management to review the need for the work and the source of funding and forward its recommendations to the Board for consideration.

- 1. Requests for Special Assessment:** Major projects which require Special Assessments recommended by the voting members of the Parcel Committee shall require the approval of the parcel homeowners. In such votes, there shall be one vote for each unit. Voting for these issues shall be conducted by Management with ballots provided to homeowners at least 15 days prior to the tabulation of ballots at the special Parcel meeting.

A request for special assessment shall require the affirmative vote of two-thirds of a quorum of homeowners (75% of homeowners constitute a quorum: reference Article V, Section 5, Special Assessments, in the Forrestal Village Declaration of Covenants and Restrictions, dated November 6, 1979). Voting shall continue for a period of up to ninety (90) days following the special Parcel meeting, or until the close of business on the day on which the votes of seventy-five (75%) of the parcel homeowners are received. The counting of the votes to approve any Special Assessment shall be conducted by Management which shall certify the results to the Board. The Board will vote to ratify the Special Assessment.

Homeowners shall be notified of Capital Expenditures or Parcel Projects with a per-unit cost in excess of \$1,000 when no Special Assessment is needed. No vote of the homeowners is required.

- 2. Budget Recommendations, or Actions Which Impact All homeowners/tenants.** This section applies to votes by the parcel homeowners and tenants for actions other than Special Assessments. In such votes, there shall be one vote for each unit. Voting requirements are as follows:
 - a. Voting to endorse the annual Parcel budget shall be by a majority of homeowners attending the Parcel Annual Meeting.
 - b. Voting to change an architectural standard or to modify any parcel standard which

impacts all homeowners and tenants requires approval by a majority of a quorum (75%) of the homeowners and tenants. In such votes, there shall be one vote for each unit. Management shall mail and count the ballots which are received 30 days after that mailing.

- 3. Procedures for Annual Budget Recommendations and Election of the Parcel Committee:** Management shall provide to the Parcel Committee Chair a sealed envelope containing the Parcel Committee ballots which were received prior to the Annual Meeting. In a separate envelope Management shall provide the agenda, proposed budget, blank ballots and a list of homeowners and tenants for ballot verification. Tabulation of Ballots may be done by the Board Liaison, Management representative or a member of the Association's Election Committee. 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.
- 4. Other Parcel Recommendations:** Other parcel recommendations to the Board require a majority vote of voting members Parcel Committee which shall be recorded and certified to the Board.

F. 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 bidders for estimates, and meet with prospective bidders to review the bid proposals. Parcel Committee members may meet with prospective bidders only with Management present. Parcel Committee members may not independently contact bidders. Violation of this rule may be used by the Board as grounds for dismissal from the Parcel Committee. Management and the Parcel Committee shall mutually agree on a bidder for the project to be recommended to the Board for approval. Once the bidder has been approved by the Board and the contracts signed, Management will oversee the engineer or contractor; monitor the project's progress, and report back to the Parcel Committee as needed or as requested by the Parcel Committee.

Attest: _____
Mary Ryan, Secretary

Date: _____

Adopted at a Regular Meeting of the Board of Directors on June 1, 2020