

FORRESTAL VILLAGE COMMUNITY SERVICES ASSOCIATION, INC. ("FVCSA")

POLICY RESOLUTION NO. 23 (2013)

**LANDSCAPING CHANGES AND ADDITIONS;
LANDSCAPING REVIEW PROCEDURES AND GUIDELINES**

WHEREAS, Article VIII, Section 2 of the Bylaws of Forrestal Village Community Services Association, Inc. (hereafter referred to as "The Association") provides for a Landscape Sub-committee of the Covenants Committee (hereafter referred to as "the Sub-committee") and specifies its responsibilities; and

WHEREAS, the Board of Directors wishes to establish procedures for the overall aesthetic and beauty of landscaping in the Community and the maintenance of the existing plantings, for the review and approval of proposed landscaping changes on Lots, Parcel Common Areas, and Community Common Areas, and for promulgating guidelines and standards for landscaping requirements; and

WHEREAS, all Homeowners and Residents are bound by the Governing Documents of the Association (Declaration of Covenants & Restrictions, Supplemental Declaration of C&R for Parcels, Articles of Incorporation, By-laws, Policy Resolutions and Administrative Resolutions) and must abide by the regulations set forth in this document, Policy Resolution 23, including compliance with procedures for the remediation of violations; and

WHEREAS, Administrative Resolution No. 20 has been superseded by Policy Resolution No. 23 (1992) and First Amended Policy Resolution No. 23 (1996) and Second Amended Policy Resolution (2008), this document shall replace these four earlier documents.

NOW, THEREFORE, BE IT RESOLVED that under the authority delegated from the Covenants Committee, the following definitions, procedures and guidelines be adopted:

1. The Landscape Sub-committee shall:

(a) consist of 12 Parcel Landscape Chair members, plus the Common Areas Landscape Chair (formerly at-large member), who shall be selected by the Sub-committee; and

(b) be appointed annually by the Board of Directors at its December meeting; and

(c) meet regularly at the Smith House, where Homeowners, Residents and guests are welcome to attend with *Robert's Rules of Order* in effect; and

(d) advise the Board of Directors relative to policies, contracts, and budgets for landscaping within Lots, Parcel Common Areas, Community Common Areas, including the Loop Road, the grounds of the Smith House, the Tennis Courts, the Swimming Pools, the Tot Lot and land adjacent to these areas; and

(e) approve applications from the Community for regular landscaping modifications to Lots, Parcel Common Areas or Community Common Areas; and

(f) advise and assist the Covenants Committee and the Board of Directors in connection with requests for significant landscaping modifications to the Lots, Parcel Common Areas and Community Common Areas. The Sub-committee may refer an application to the Covenants Committee for a final decision where the request may be contentious or present a possible violation.

2. General Definitions. The following general definitions will be used in this document:

a) **The Landscape Aesthetic** of the Community shall be defined as follows:

The land area not occupied by living units, patios, decks, driveways, sidewalks, walkways, streets and roads, other amenities or impervious areas shall be planted with grass or natural ground covering, small flowers, trees, shrubs, or covered with small decorative stone. Existing trees shall be retained except where removal is necessary for horticultural or safety reasons. Existing buffer areas, such as berms, and the natural contour of the land shall be respected.

b) **The Lot** shall be defined as the land on which the residence stands plus the immediately adjacent land, all of which is identified on the Homeowner's deed.

c) **Parcel Common Areas** shall be defined as the Association-owned land immediately adjacent to the Lot; or established planting beds or boxes, the utility stations and islands, the land between driveways and structures, and continuing to the contiguous land that is identified as a Community Common Area or part of another Parcel, as specified in the Governing Documents.

d) **Community Common Areas** shall be defined to include the Loop Road and adjacent land up to 17 feet inside the curb, and all public access areas not included in a Parcel Common Area or Residential Lot, as further specified in the Association's Declaration of Covenants and Restrictions.

e) **Residential Planting Beds** and boxes, shall be defined as the land immediately adjacent to a residential structure on a Lot where plantings have been established since the construction of the home, or modified through an approved application to the Landscape Committee.

f) **Berms** shall be defined as mounds or walls of earth that are located throughout the Community, along the edges of the Association's property, on Community Common Areas, or interior on Parcel Common Areas.

g) **Horticultural Standards** shall be defined as the guidelines established by the Sub-committee, including a List of Pre-Approved Plantings For Beds and a Comprehensive List of Princeton Landing Plants, Shrubs & Trees:

- ***Pre-Approved Plantings for Beds.*** This list contains the compact evergreens, grasses, flowering perennials, annuals, etc. that a Homeowner or Resident may plant in a residential bed without any prior approvals. Available on the Princeton Landing website.

- ***Comprehensive List of Princeton Landing Plants, Shrubs & Trees.*** This list contains all of the plantings that are permitted by the Association throughout the Community. Available on the Princeton Landing website.

h) **Homeowners and Residents** shall be defined as Members of the Association who are either a record owner of a Lot or Living Unit or a lessee who holds a lease with an initial term of at least one year.

I. GENERAL LANDSCAPING GUIDELINES FOR PLANTING AND MAINTENANCE THROUGHOUT THE COMMUNITY

A. GUIDELINES FOR HOMEOWNERS AND RESIDENTS ON THEIR LOTS

It is understood that, in accordance with the Governing Documents, the Homeowner relinquishes control of his/her Lot to the Association, via the Parcel, for the purpose of maintaining landscaping around the home. Each Homeowner or Resident may enhance the landscaping on his/her Lot, allowing for individual creativity and expression, provided that the guidelines in this Document are complied with.

1. Landscaping changes to the Lots that do not require prior approval:

Minor landscaping improvements may be made to the existing beds on the Lots, at the Homeowner or Resident's expense, without prior application to or approval by the Parcel Landscape Chair or the Sub-committee, provided that these guidelines are followed:

- a) **Planting Beds.** The existing planting bed or box dimensions may not be altered, and the landscape footprint of the Lot may not be altered;

- b) **Flowering Plants.** Annual flowers and flowering perennials from the Sub-committee's list of *Pre-Approved Plantings For Beds* will be allowed in beds adjoining homes, fences, and decks, but must not increase maintenance costs to the Association's landscaping contractor, and the remains of the plants must be removed by the Homeowner or Resident when the growing season is over;

- c) **Herbs, Spices and Vegetables.** The planting of herbs and spices, both ornamental and edible, shall be limited to containers and shall be maintained by the Homeowner

or Resident. Vegetables are permitted, but are limited to containers on the deck or patio;

d) **Statues and Stones.** Ornamental statuary, including stones or rocks with a diameter, height or width larger than 3 inches, are not permitted on the Lots, as established in Policy Resolution 22;

e) **Watering.** Proper watering of the new plantings, as well as those already established in the beds, shall be managed by the Homeowner or Resident. Irrigation, where available, was designed only for turf and generally does not reach the beds;

f) **Tenants.** A Tenant wishing to make any landscaping alterations or improvements listed in this section, must get written approval in advance from the Homeowner of the property and file this approval with Management, and shall be referred to as "Resident" throughout this document.

2. Landscaping changes to the Lots that do require prior written authorization from Management, with a recommendation from the Parcel Landscape Chair:

In advance of the planting, written authorization from Management will be required for the following landscaping changes to Lots, done at the Homeowner or Resident's expense, as well as the written approval of the nearest neighbor(s) to whom the change is visible, and must adhere to these guidelines:

a) **Plantings.** Large shrubs (above 3 feet) and ornamental trees on the Lot in the planting beds next to the homes, e.g., rhododendrons, azaleas, arborvitae, boxwood, yews, viburnum, laurels, Dwarf Japanese Maples, etc. will be permitted, provided that the species is on the *Comprehensive List of Princeton Landing Plants, Shrubs & Trees*;

b) **Tree Trimming.** A Homeowner or Resident may request large tree trimming (above 14 feet) or tree removal of aesthetic concern from the Lot at his/her own expense; obstructive or dangerous trimming will be handled and paid for by the Parcel via Management;

c) **Application.** A written application, conforming with the *Comprehensive List of Princeton Landing Plants, Shrubs & Trees*, and signed by the two nearest neighbors, must be submitted for approval to Management, with a copy to the Parcel Landscape Chair for his/her review and recommendation. Upon Management's approval, the Homeowner or Resident will be duly notified, and the form will be kept on file with Management for three years;

d) **Recommendation By the Parcel Landscape Chair.** The Chair's recommendation will be based upon the plan for the planting in the space available,

the type of plant(s) and source(s), the total number of plants, and ease of access for the Association's landscape contractors' staff for general maintenance;

e) Appeal to the Sub-committee. In the event that the Homeowner or Resident's application does not conform to the Association's lists of permitted plantings or its Horticultural Standards, and/or is not recommended by the Parcel Landscape Chair, Management shall present the proposed application to the full Sub-committee for a ruling, and the Sub-committee's decision shall prevail with a majority vote;

f) Parcel Funding. Parcels may elect to contribute monetarily to the cost associated with alterations and improvements on a Lot, provided that sufficient funds are available, and that the Parcel Committee agrees by majority vote.

3. Atriums. For planting in atriums, see Policy Resolution 31.

4. Maintenance And Pruning On Lots. The Homeowner or Resident shall be responsible for the overall attractiveness of the Lot as follows:

a) The Association's Landscaping Contractor shall perform regular maintenance on the Lots, in accordance with the terms of their contract and a Parcel by Parcel schedule for the community, including: Weeding in beds, pruning bushes and shrubs, edging and mowing the lawns, fertilizing and applying weed control, removing dead and unsightly plant material, and general monitoring of the grounds.

b) The Homeowner or Resident may assist in the pruning, mulching, and/or weeding on his/her Lot either by doing it him/herself or by hiring a licensed contractor, providing this work conforms to existing standards, and that the Parcel Landscape Chair and Management are informed of his/her intention to do so.

5. Outside Landscaping Contractors. A Homeowner or Resident who wishes to hire, at his/her own expense, a licensed and insured landscaping contractor as outlined above, must inform Management who will confirm that the contractor's appropriate documents are on file in the Office.

6. Horticultural Standards. All plantings in the beds or boxes on the Lot are subject to the Association's regulations regarding Horticultural Standards and will be subject to potential fines and/or other penalties for violations, e.g., immediate removal by Management at the offending Homeowner or Resident's expense.

7. Major Alterations By A Homeowner. For major alterations on a Lot or in areas adjacent to a residence, see Section II.A. of this document.

B. GUIDELINES FOR PARCELS

1. The areas of Parcel landscape jurisdiction shall be defined as:

All Parcel Common Areas, e.g., mailbox stations, utility box areas, parking areas, parts of the berms that are inside the Parcel, and the land area immediately adjacent to the residential planting beds, not occupied by living units, patios, decks, driveways, sidewalks, walkways, streets and roads, or other amenities or impervious areas, and shall extend to within 17 feet from the curb of the Loop Road.

2. Budget. The Parcel Landscaping budget is presented to the members of the Parcel for their approval at their annual Parcel meeting. The landscaping portion of the budget, as allocated by the Parcel Committee, defines Parcel landscaping expenditures for the forthcoming fiscal year.

3. Parcel Responsibility. It is the Parcel's responsibility, with the assistance of Management, to address water collection problems, identify and remove trees that are dead or decaying, as well as large tree branches deemed to be dangerous to structures or people, and to maintain the landscape aesthetic in the Parcel. This work will be funded by the Parcel, where funds are available, based on these criteria:

- a) Posing danger to structures
- b) Posing physical danger to individuals
- c) Causing serious soil erosion
- d) Providing access into a home for squirrels or other rodents or pests
- e) Posing drainage and water problems
- f) Enhancing Parcel common areas
- g) Clearing or planting on the Parcel side of the berms
- h) Removing dead trees and stumps from Parcel Common Areas and Lots
- i) Providing remedy for unusual cases of neglect on an individual Residential Lot

4. Parcel Landscape Chair - Duties. The Parcel Landscape Chair shall advocate for the overall landscaping aesthetic of the Parcel. In particular, he/she shall:

- a) Understand the Parcel budget process, negotiate with the Parcel Committee to fund the necessary annual Parcel landscape remediations and improvements, submit work orders for such improvements to Management, and comply with budget requirements for Board approval, and;
- b) Understand the physical structure of the Parcel, i.e., what constitutes the berm(s), detention basins, Parcel Common Areas, and those areas managed by the Common Areas Landscape Chair or owned by Princeton University; and

c) Assist Homeowners and Residents by making recommendations regarding landscaping enhancements to their Lot and assist Management in the execution of same; and

d) Assist Management and Homeowners and Residents in resolving disputes among neighbors, where changes in landscaping may diminish privacy or attractiveness, and help Management mediate complaints regarding the landscaping contractors' work in the Parcel.

5. Notification of Neighbors. In the case of planned large tree removal or other significant modifications by the Parcel in Parcel Common Areas, all affected neighbors shall be notified by Management in advance, and the actions duly documented. In emergency tree-removal situations, Management shall act accordingly.

6. Plantings in Parcel Common Areas. All plantings in Parcel Common Areas must conform to the Association's *Comprehensive List of Princeton Landing Plants, Shrubs & Trees*, to allow for easy maintenance and year-round attractiveness, and may be done at the discretion of the Parcel Committee. The Parcel assumes all maintenance costs, including removal if necessary, from the date of installation, except in the case of an infringement by a Homeowner or Resident, whereby the offending individual assumes the cost of removal.

7. Maintenance. The Association's primary landscaping contractor will perform regular maintenance in the Parcel Common Areas, in accordance with the terms of their contract, including: Weeding in beds and detention areas, pruning bushes and shrubs, edging and mowing the lawns, fertilizing and applying weed control, removing dead and unsightly plant material, and general monitoring of the grounds.

C. GUIDELINES FOR COMMUNITY COMMON AREAS

1. Common Areas of the Community shall be identified as follows:

- a) Smith house and grounds
- b) Smith House Swimming Pool and adjacent parking lots
- c) Parcel I Swimming Pool and Tot Lot
- d) Tennis Courts grounds and adjacent parking lots
- e) Open Meadows,
- f) Perimeter berms
- g) Areas adjacent to the Loop Road up to 17 feet interior to the curb
- h) All interior walkways and adjacent land not specifically belonging to a particular Parcel

i) All emergency lanes

j) Walking path between Parcels II, IV, and V

2. Landscaping In Community Common Areas. Landscaping alterations and improvements in the Community Common Areas are the responsibility of the Association, via Management, with participation by the Common Areas Landscape Chair, and will be subject to approval by the Sub-committee for recommendation to the Board.

3. Suggested Changes. Any Parcel Committee, Homeowner, Resident or member of Management may suggest landscaping alterations for the Community Common Areas.

4. Written Notice. Any suggestion for modification to the Community Common Areas should be presented in writing to Management with a copy to the Common Areas Landscape Chair, for consideration by the Sub-committee.

5. Princeton University Land. If the proposed changes are on Princeton University land, the Association will then make a recommendation to Princeton University to review the change. No changes on University land can be made without official approval.

6. Funding. The change must conform to the horticultural standards of the Community, and the cost of plant materials and installation will be borne by the Association, within limits of the budget.

7. Maintenance. The Association's primary landscaping contractor will perform regular maintenance in the Common Areas, in accordance with the terms of their contract.

II. APPLICATION PROCEDURES AND ADMINISTRATIVE REQUIREMENTS FOR CONSIDERATION BY THE SUB-COMMITTEE

A. FOR HOMEOWNERS AND RESIDENTS

1. Minor Changes. Refer to Section I.A. of this document for minor Landscaping changes and additions made on an individual Lot by a Homeowner or Resident.

2. Major Changes. A Homeowner who wishes to have the Sub-committee consider a major alteration to his/her Lot due to special conditions particular to his/her home, e.g., enlarge an existing bed or plant or remove trees or shrubs outside of the existing beds, on Parcel Common Area or Community Common Area, must apply to the Sub-Committee for approval to do so.

3. Application Form. The Applicant must submit a written "Landscaping Changes and Additions Application" to both Management and the Parcel Landscape Chair, for consideration by the Sub-committee. This form also can be found on the Association's website.

4. Sub-committee Consideration. In order to be placed on the agenda for consideration by the Sub-committee, the application must be received by Management at least two weeks before the next scheduled Sub-committee meeting.

5. Application. The Application must include:

- a) A written description of the proposed landscaping;
- b) The signature(s) of the nearest adjoining neighbors to whom this change would be visible;
- c) The signature of the Parcel Landscape Chair, attesting to its acceptability by the Parcel;
- d) A detailed map, sketch or photo showing the area affected;
- e) A description of any potential effects on drainage by the proposed changes;
- f) Other relevant information, such as who will do the planting and from whom the plants are being obtained, must be noted. If the work is being done by a contractor, the contractor must meet the insurance and licensing requirements of Management.
(Application Form available on-line at www.princetonlanding.org)

6. Warranty. The Applicant or Vendor must warranty the plantings for one year in writing. If the plants die within the period of the warranty, the Applicant must replace them or the Association will replace them at the Applicant's expense.

7. Sub-committee Decision. The Applicant, the Parcel Committee, and the adjoining neighbors shall be informed of the Sub-committee's decision in writing by Management. If a proposal is rejected, the Sub-committee shall state the reason(s) for the rejection in a written decision.

8. Appeal. The Applicant, adjoining neighbors, or the Parcel Committee may appeal any decision of the Sub-committee to the Board of Directors, according to the Association By-laws and Administrative Resolution 48.

9. Filing With Management. Copies of all applications will be filed in the Management Office along with the written decision and a statement of action taken, and retained for three years.

B. ADMINISTRATIVE REQUIREMENTS FOLLOWING APPROVAL OF AN APPLICATION

1. Start & Completion Dates. Once approved, the Applicant or Vendor must provide notice to Management of the start date and estimated completion date for the project.

2. **Inspection.** Management will inspect the work at the conclusion of the project for compliance with the plan(s) submitted.

III. PROCEDURES FOR MONITORING LANDSCAPE COMPLIANCE AND DISPUTE RESOLUTION

A. INSPECTION

1. **Regular Monitoring.** Management shall regularly inspect all areas of the Community for compliance with landscaping standards and maintenance needs.

B. ALLEGED VIOLATIONS

1. **Types of Violations.** Alleged violations of Policy Resolution 23 are to be handled in accordance with the rules and procedures set forth in Administrative Resolution No. 48, as supplemented by the terms of this Policy Resolution 23. Alleged violations may include, but are not limited to the following:

- a) unauthorized alterations to or plantings on a Lot
- b) unauthorized plantings in Parcel Common Areas or Community Common Areas
- c) unauthorized removal of trees or shrubs from a Lot, Parcel Common Areas or from Community Common Areas
- d) overgrowth of weeds or other unsightly plantings

2. **Reporting.** Any Homeowner or Resident may report alleged violations of this Resolution to Management who will make a record of the report and promptly inspect (within 2 business days) the area in question.

3. **Management Management Action.** If upon inspection and consultation with the Parcel Landscape Chair, Management finds good cause to believe that a violation exists, Management shall promptly (within 2 business days) notify the offending Homeowner or Resident, the Parcel Committee and the Sub-committee in writing about the violation and the inspection results. This notification, a letter sent by U.S. Certified Mail, shall include a statement informing the offending Homeowner or Resident of his/her alternatives in response to the Notice.

- a) If applicable, the letter may also include notice of other penalties that could be imposed: Immediate removal of the plant material, fines levied by the Association, revocation of Association privileges, and/or legal action and Court fees.

4. Amicable Remediation. The Parcel Landscape Chair may assist in developing an amicable remediation, if needed.

5. Timeframe for Response. The Homeowner or Resident shall have 5 business days from the date of such notification to inform Management in writing, by U.S. Certified Letter, of his/her intention to do one of the following:

- a) Promptly resolve the violation voluntarily with the assistance of Management, the Parcel Landscape Chair and/or Parcel Committee, at his/her expense, within a timeframe specified and agreed upon;
- b) Dispute the violation and follow the procedures outlined in AR 48, Dispute Resolution.

6. Failure to Respond. If the Homeowner or Resident fails to respond to Management in writing within 5 business days of receiving a written notice, and the violation involves unauthorized plantings in an area for which the Association has responsibility, Management shall be authorized, with appropriate approval from the Board, to remove such plantings and restore the area to its prior condition, at the offending Resident's or Homeowner's expense, without further notification.

7. Self Help. Pursuant to Article VII, Section (b) of the FVCSA DECLARATION OF COVENANTS AND RESTRICTIONS:

Failure to Maintain. In the event an Owner of any Lot in The Properties fails to maintain the premise and the improvements situated thereon as provided herein, the Association, after Notice to the Owner and approval by a two thirds (2/3) vote of the Board of Directors, shall have the right to enter upon said Lot to correct drainage and to repair, maintain and restore the Lot and the exterior of the buildings and any other improvements erected thereon. All costs related to such correction, repair or restoration shall become a Special Restoration Assessment upon such Lot and as such shall be regarded as any other assessment with respect to lien rights of the Association and remedies provided for non-payment.

IV. HORTICULTURAL STANDARDS

A. GENERAL GUIDELINES

1. In accordance with the Governing Documents of the Community, the Association shall maintain the natural beauty of the land by promoting and enforcing guidelines that will enhance current and future growth.

2. Any trees planted within five feet (5') of any street, roadway, driveway, curb or sidewalk shall have a taproot.

3. Generally, shade trees or evergreen trees are to be planted no closer than twenty (20') from any living unit/garage and no closer than fifteen (15') feet from any patio or deck, unless growth style permits it.
4. Generally, ornamental trees of a dwarf variety are to be planted no closer than five feet (5') from any living unit/garage, patio or deck. All other ornamental trees shall be no closer than twelve (12') feet
5. Shrub location must allow for future growth. In the case of replacement shrub plantings, this restriction may be relaxed to conform to existing plantings.
6. Only approved ground cover or slow growing miniature shrubs, approved mulch, or small stones may be placed in any area twenty-four inches (24") wide or less between structures or impervious areas. Bare ground and/or muddy areas shall be avoided.
7. Pruning of shrubs on Lots and all Common Areas shall be done according to guidelines prepared by the Sub-committee with the assistance of the Association's primary Landscaping Contractor, and will be published on the Association's website.
8. Plastic or metal edging around the beds may be used if unobtrusive and acceptable to the Parcel Committee.
9. Ornamental statuary, including stones or rocks with a diameter, height or width larger than 3 inches, are not permitted on the Lots, as established in Policy Resolution 22.
10. A list of *Pre-Approved Plantings for Beds* and a *Comprehensive List of Princeton Landing Plants, Shrubs and Trees* are available on the Association's website.

V. MANAGEMENT'S ROLE IN LANDSCAPING

A. OVERVIEW

1. The Management Company shall have landscaping responsibilities in accordance with the MANAGEMENT STANDARDS AGREEMENT, that include the following general areas:
 - a) monitoring the community daily to be aware of the status of landscaping and work in progress;
 - b) managing and monitoring the Landscaping Contractors, ensuring proper performance of their contractual obligations;

- c) administering and supervising all Parcel Common Area and Community Common Areas landscaping alterations;
- d) assisting Homeowners & Residents in their requests for landscaping enhancements to their Lots, including granting approvals and supervising;
- e) distributing approved communications between The Board, Parcel Committees, the Sub-committee and Homeowners and Residents regarding work schedules, compliance, and other landscape issues;
- f) securing and maintaining all required documents from outside landscaping contractors working throughout the community

B. LANDSCAPING CONTRACTOR'S RESPONSIBILITIES

1. The Association's primary landscaping contractor is selected by the Board of Directors via a competitive bid process, and is managed by the Association's Management Company. The Contractor will perform regular maintenance throughout the entire community in accordance with the terms of their contract, including the following:

- a) weeding in beds;
- b) pruning bushes and shrubs, according to guidelines adopted by the Sub-committee;
- c) seeding, edging and mowing the lawns;
- d) fertilizing and applying weed control;
- e) removing dead and unsightly plant material and fall leaf clean-up;
- f) removing low-hanging branches (below 14') that are obstructive and/or dangerous;
- g) general cleaning and maintenance in detention basins; maintaining irrigation, if part of the contract;
- h) mulching and managing "bare spots"
- i) planning long-range landscaping improvements for the community.

2. Residents and Homeowners may submit maintenance work-ticket items to Management or to their Parcel Landscape Chairs requesting specific areas of attention at their residence. These will be processed at the discretion of Management with input from the Parcel Landscape Chair. All residents should refrain from approaching the contractor's staff directly with special requests.

IN WITNESS WHEREOF, the Forrestal Village Community Services Association Inc., has affixed its hand and seal the day and year first above written.

Resolution Type: Policy Resolution

Regarding: Policy Resolution No. 23: Landscape Guidelines

ATTEST:

Mary Ryan, Secretary

DATE: _____

____ Yes ____ No ____ Abstain

Mari Molenaar, President

____ Yes ____ No ____ Abstain

Neil Goodzeit, Vice President

____ Yes ____ No ____ Abstain

M. Doyle Lyons, Treasurer

____ Yes ____ No ____ Abstain

Mary Ryan, Secretary

____ Yes ____ No ____ Abstain

Roger Dashevsky, Director

____ Yes ____ No ____ Abstain

Neeru Sachdeva, Director

____ Yes ____ No ____ Abstain

Joanne Shen, Director

Adopted at a Regular Meeting of the Board of Directors on: _____