

Governing Resolutions

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**Legacy at Odessa National
Southerness Maintenance Corporation
Assessment Collection Procedure
Administration Resolution #2017-1**

Origination Date - as Amended November 17, 2022

WHEREAS, Article IV, Section 1 of the By Laws governing Legacy at Odessa National Southerness Maintenance Corporation provides for a Board of Directors which shall manage the business, operations, and affairs of the property, and

WHEREAS, Article IV (3), (4), (6), (b) of the Declaration of Restrictions creates the obligation of its owners to pay assessments and describes the remedies available for the failure to do so; and

WHEREAS, Article VI, Section 1 of the Legacy at Odessa National Maintenance Corporation By Laws gives the Board of Directors power to adopt and publish rules and regulations governing the use of their common properties and facilities and personal conduct of the members and their guests and to establish penalties for infractions; and

WHEREAS the Board of Directors wishes to clearly define the procedure it shall utilize to collect delinquent assessments:

BE IT THEREFORE RESOLVED that effective November 17, 2022, as amended, these procedures shall be followed:

1. The annual assessment or Lot Expenses shall be divided into twelve (12) equal installments called association fees, each rounded to the nearest dollar.
2. Each monthly fee is due by the first of the appropriate month.
3. Any outstanding balance not received by the 15th of the month shall be termed late.
4. Any outstanding balance not received by the 30th of each month or the last day of February in any given year, shall be termed delinquent.
5. The first time a delinquent balance exceeds thirty dollars (\$30), one (1) warning letter shall be sent to the owner from the Board via the management company. Included in the mailing will be:
 - A. A copy of the account history, which shows the recent changes and payments.
 - B. An explanation that the owner has fourteen (14) days to question the records or else it shall be assumed the debt amount is correct.
 - C. A copy of this resolution

- D. Information on whom the owner may contact to obtain further information and have questions answered.
- E. Any fee associated with the mailing and/or accounting processes will be added to the delinquent amount.
- F. The first occurrence of a late payment in any calendar year will incur no late fee.
- G. Request for payment in full within thirty (30) days.

6. If the delinquent balance is not paid within sixty (60) days of the original due date, a second warning letter shall be sent to the owner from the Board via the management company. Included in the mailing will be:

- A. A copy of the account history, which shows the recent changes and payments.
- B. A copy of this resolution
- C. Information on whom the owner may contact to obtain further information and have questions answered.
- D. Any fee associated with the mailing and/or accounting processes will be added to the delinquent amount.
- E. A late fee of \$30 will be charged to 2nd and subsequent lateness in any calendar year.
- F. Request for payment in full immediately.

7. If the delinquent balance is not paid within ninety (90) days of the original due date, the account will be turned over to the association's attorney for collection. At that time, the attorney's office will handle all communications, collections, and correspondence regarding the account. The account holder's fob access to the clubhouse will be deactivated. Additional late fees will be added each month.

8. As provided by Declaration, all related charges for collections of any delinquent account shall be the responsibility of the owner. Included in this are: court and legal costs, late fees, court-imposed interest, any interest imposed by the corporation's By Laws, as well as the delinquent assessment fees. All related bank charges for returned checks shall also be assessed.

9. Should the account be brought current and delinquent balance occurs again during the same fiscal year, the board reserves the right to accelerate remaining installments without prior notice.

10. The delinquent owner may not have any Association privileges or run for or serve on the Board (or any of its committees) for as long as the delinquent account remains unpaid.

11. Legal action on a delinquent account may result in any of the following steps as is required to collect amounts due:

- A. Enforcing the lien which prohibits resale or remortgaging of the unit.
- B. Sheriff's sale of personal property.
- C. Foreclosure and sale of the unit in a manner similar to a mortgage foreclosure.

12. The Board of Directors may exercise any and all of its rights as permitted by law and its decision is final. Duly adopted by the Board of Directors on November 17, 2022.

ATTEST:

James Reynolds
James Reynolds, President

11-17-2022

Date

David Crane
David Crane, Secretary

11-17-2022

Date



**Rules and Regulations Compliance
ProcedureAdministration
Resolution #2017-2**

Origination Date: April 1, 2012, and January 13, 2012

Amended: November 22, 2021

WHEREAS, Article IV, Section 1 of the By-Laws governing Legacy at Odessa National Southerness Maintenance Corporation provides for a Board of Directors which shall manage the business, operations and affairs of the property, and

WHEREAS, Article VI, Section 1 of the Legacy at Odessa National Southerness Maintenance Corporation By-Laws gives the Board of Directors power to adopt and publish rules and regulations governing the use of their common properties and facilities and personal conduct of the members and their guests and to establish penalties for infractions and delinquent assessments;

WHEREAS, the Board has adopted and expects to continue to adopt or amend rules and regulations pursuant to the provisions of its legal documents; and

WHEREAS, the Board has determined that more specific procedures should be outlined to enforce Maintenance Corporation rules and regulations.

BE IT THEREFORE RESOLVED that effective April 1, 2012, January 13, 2017 and amended on November 22, 2021 these procedures shall be followed:

1. Management must receive a complaint regarding a rules and regulations violation in writing. The writer complaint must be signed and provide adequate information regarding the date, time, and location as well as the nature of the violation in order for Management to take action. Whenever possible, confidentiality shall be maintained. Additionally, violations, which are observed by a Management Corporation representative, shall also be processed as a violation.
2. When a violation is noted, a warning letter shall be sent to the Owner via certified mail, return receipt requested, describing the violation and requesting correction of the violation within thirty (30) days from the date of the letter, if appropriate. Certain violations shall require immediate action to correct. A copy of this Compliance Procedure Resolution shall be included.

During the thirty (30) day period, the Owner shall have the right to appeal the determination of violation to the Board of Directors by letter sent via certified mail, return receipt requested to the attention of the management corporation.

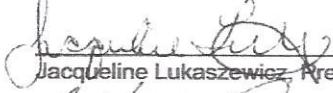


3. Should the violation not be corrected within said thirty (30) day period and no appeal having been submitted, the fee schedule outlined in Resolution 2018-02 will be implemented based on the type of infraction, the fine shall double for each of the ensuing five (5) months until a total of \$775.00 shall be due. The aforementioned fine(s) shall constitute an assessment which shall be collectible in the same manner as provided for the collection of all other assessments. Accordingly, all legal fees, interest, court costs, and other fees incurred.

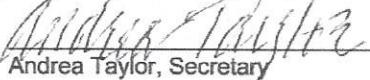
4. Any decision of the Board following a violation hearing shall be final.

Duly adopted by the Board of Directors on January 13, 2017.

ATTEST:



Jacqueline Lukaszewicz, President



Andrea Taylor, Secretary

1/12/2017

Date
1/12/17

Date

Legacy Maintenance Corporation

Resolution 2017-3



**Legacy at Odessa National
Southerness Maintenance Corporation
Fiscal Year
Administration Resolution #2017-3**

Original #2013-2 Origination Date: February 14, 2013

WHEREAS, Article XIII, of the Bylaws, states that the fiscal year of the Corporation shall end on the thirtieth (30) of June each year unless the Directors by resolution adopt a different fiscal year; and

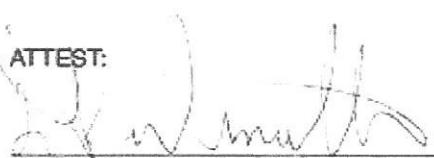
WHEREAS, Article VI, Section 1 states that the Board of Directors shall have the power to (b) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation and not reserved to the membership by other provisions of these bylaws, the Certificate of Incorporation or the Maintenance Declaration and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors has adopted the following change to the fiscal year as set forth in the minutes of December 11, 2011.

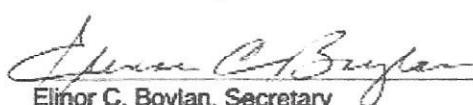
The Board of Directors voted and approved via motion in the December 11, 2011 minutes to change the fiscal year of the corporation from ending on the 30th of June to a calendar year ending the 31st of December.

This resolution was duly adopted by written consent of the Board of Directors on December 11, 2011, and duly adopted at a meeting of the Board of Directors held on February 13, 2013. This resolution is now duly adopted by the Southerness Maintenance Corporation on January 13, 2017.

ATTEST:


David Perlmutter, President

1/13/17
Date


Elinor C. Boylan, Secretary

1/13/17
Date



**Legacy At Odessa National
Southerness Maintenance Corporation
Procedures for the Internal Resolution of Owner
Complaints Special Resolution #2017-4
Original #2015-4 - Origination Date December 3, 2015**

WHEREAS, the Declaration of Covenants, Conditions and Restrictions of Maintenance Corporation provides for the creation of the Legacy at Odessa Community Association, Inc. (the "Association"); and

WHEREAS, the Southerness Maintenance Corporation, through its Board of Directors is empowered by Article VI, Section 1, to authorize the Board of Directors (hereafter the "Board") to adopt, and amend rules and regulations necessary for the enjoyment of the condominium; and

WHEREAS, 25 DEI C. §2544 (8) encourages the adoption of written procedures for the resolution of written complaints from unit owners; and

WHEREAS, the Board of Directors believes that it is in the best interests of the Association to adopt procedures for the Internal Resolution of Owner Complaints, in the form attached hereto as **Exhibit "A"** (the **Complaint Procedures**); and

WHEREAS, Article XVI of the bylaws provides that copies of the rules and regulations be furnished to owners prior to the time when the same shall become effective; and

WHEREAS, the Board having given proper notice of the Complaint Procedures by mailing the same to all owners and,

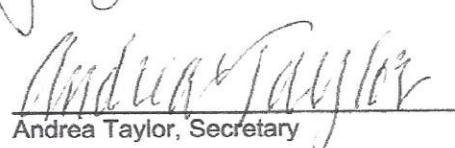
NOW, THEREFORE, BE IT RESOLVED that the Association shall adopt the Complaint Procedures effective as of December 3, 2015, January 13, 2017 and amended on November 22, 2021

We hereby certify that this Special Resolution 2015-1 was duly adopted by the Board of Directors on December 3, 2015, January 13, 2017 and amended on November 22, 2021.

ATTEST:


Jacqueline Lukaszewicz, President

11/22/2021
Date


Andrea Taylor, Secretary

11/22/21
Date



**Legacy at Odessa National Southerness Maintenance Corporation
Resolution 2017-4, Amended September
Procedures for the internal Resolution of Owner complaints**

EXHIBIT 'A'

Written Complaint Instructions

1. Any Owner may present Legacy at Odessa National Southerness Maintenance Corporation with a written complaint pertaining to the Association's Operations of the community. Complaints must be in writing and either hand delivered or sent certified mail return receipt requested to the Board of Directors or property manager. The Owner submitting the Complaint shall hereinafter be referred to as the "Complainant". The Complainant shall not be charged a fee to participate in the complaint. An Owner may only have one active compliant under consideration by the association at a time.
2. The Complainant must be signed by each person submitting or joining the complaint. The Association property manager or a Board member shall mark on the written Complaint the date the Complaint was received and if requested shall mark the date of receipt on duplicate copies of the complaint provided by the Unit Owner.
3. The Association must deliver written acknowledgement of receipt of an Owner Complaint to the Owner(s) within fourteen (14) calendar days of receipt.
4. Any specific documentation required in support of the Complaint must be delivered with the Complaint and must be described in the Complaint. This documentation may include
 - the Certificate of Incorporation
 - the Declaration
 - the Bylaws
 - any Rules of the Association
 - any other governing documents of the Association

And, if needed for the issue in dispute:

- notice, letters, correspondence
- bills, checks, photographs
- any other document or evidence that supports the Complaint or is relevant to the main complaint



**Legacy at Odessa National
Southerness Maintenance Corporation
Home Business Stipulations Administration Resolution #2017-5**

Original #2015-1 - Origination Date May 1, 2015, and amended on November 22, 2021

WHEREAS, the Southerness Maintenance Corporation, through its Board of Directors, is empowered by Article III, Section 1, of the Bylaws governing the Association, to manage the business and affairs of the property; and

WHEREAS, Article IX (Use of the Property), Sections 1,2,4,6,7,8 and 12 of the bylaws of the Southerness Maintenance Corporation gives the Board of Directors power to adopt

and publish rules and regulations of the common properties and facilities, and to enforce the current covenants on the use of Property for other than residential purposes; and

WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations pursuant to the provisions of its legal documents; and

WHEREAS, the Board has determined that residents of Legacy at Odessa National will be required to post an application to use their residence as their primary business location and provide a description of the business to ensure the Board and the Community that there will be no direct impact to any other member of the Community per the stipulations listed below.

BE IT THEREFORE RESOLVED that effective May 1, 2015, and January 13, 2017 these procedures shall be followed:

Because many homeowners in Legacy (Southerness) wish to maintain their active participation in business activities that require them to work from their homes, the Southerness Maintenance Corporation has defined characteristics of allowable business activities within Legacy. These activities may not increase noises, (i.e., machine shops), increase traffic (either customer or delivery), produce environmental hazards (chemical, biological), or degrade the aesthetic nature of the community (i.e., no signs), or any type of alterations to property or lots. Those homeowners who wish to use their home addresses as their business address may petition the Board for written permission to do so. This will be granted after the Board has investigated the business to ensure it meets the criteria above.

Date adopted by the Board of Directors April 20, 2015, January 13, 2017 and amended on November 22, 2021.

ATTEST:


Jacqueline Lukaszewicz, President


Andrea Taylor, Secretary

11/22/2021
Date

11/22/21
Date

Legacy Maintenance Corporation

Resolution 2017-6



**Legacy at Odessa National
Southerness Maintenance Corporation
Charges for Infractions
Administration Resolution #2017-6**

Original# 2013-4 - Origination Date: December 2, 2013

WHEREAS, the Southerness Maintenance Corporation, through its Board of Directors, is empowered by Article III, Section 1, of the Bylaws governing the Association, to manage the business and affairs of the property; and

WHEREAS, Article VI, Section 1 of the Southerness Maintenance Corporation and the Board of Directors power to adopt and publish rules and regulations of the common properties and facilities, and the personal conduct of the members and their guests, and to establish penalties for infractions;

WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations to the provisions of its legal documents, and

WHEREAS, the Board has determined that a blanket statement concerning charges associated with individual owners that do not comply with requests of the Board, ARC or the like shall incur charges associated with rectifying these matters.

BE IT THEREFORE RESOLVED that effective January 1, 2014, and January __, 2017 these procedures shall be followed:

- Any and all charges associated with violation letters, delinquency letters, attorney fees associated with compliance issues, non-compliance of architectural requests, etc., shall be borne by the owner and not the community association.

Date adopted by the Board of Directors December 2, 2013, and January __, 2017.

ATTEST:

A handwritten signature of David Perlmutter.

David Perlmutter, President

1/27/2017

Date

A handwritten signature of Elinor C. Boylan.

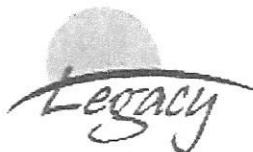
Elinor C. Boylan, Secretary

1/27/2017

Date

Legacy Maintenance Corporation

Resolution 2017-7



**Legacy at Odessa National
Southerness Maintenance Corporation
Architectural Compliance Violations and Enforcement
Administration Resolution #2017-7**

Original #2013-5 - Origination Date: December 2, 2013

WHEREAS, the Southerness Maintenance Corporation, through its established Architectural Control Committee is empowered by Article 7, Architectural Control of the Declaration governing the association, to review plans and specifications for any exterior change or alteration; and

WHEREAS, the Board has determined that the Architectural Control Committee is in need of enforcement procedures related to non-compliance of denied ARC submittals, changes without submitting required documentation, and changing plans and specifications on approved submittals after the fact.

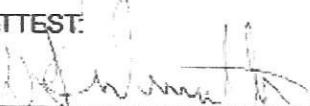
BE IT THEREFORE RESOLVED that effective January 1, 2014, and January __ 2017, these procedures shall be followed:

- Owners that have not submitted for exterior changes or alterations must submit within 10 days from the date Board noted such violations an ARC submittal form for review.
- Owners that have not complied with the Architectural Control Committee's denial of plans will be responsible for all costs associated with legal action to bring the property into compliance.
- Owners that have submitted and received approval for exterior changes and then have made changes to those plans without re-submitting for approval will be responsible for re-submitting their plans, appealing to the Board if plans are denied and if Board determines they will uphold the Architectural Control Committee's ruling will be responsible for putting the property back to either its original appearance or the already approved plans submitted to the ARC.

Any and all charges associated with bringing these items into compliance will be borne by the Owner of the property pursuant to Administration Resolution 2017-6.

Date adopted by the Board of Directors, December 2, 2013 and January __, 2017.

ATTEST:



David Perlmutter, President

1/27/2017

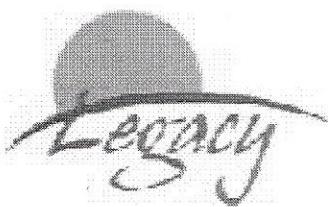
Date



Elinor C. Boylan, Secretary

1/27/2017

Date



**Legacy at Odessa National
Southerness Maintenance Corporation
Formalization of Standing Committees and
Clarification of Rules
Administration Resolution #2017-8
Amended March 17, 2017**

WHEREAS, the Southern Maintenance Corporation, Article VII of the Corporation bylaws states: The Board of Directors may, by resolution or resolutions passed by a majority of the whole Board, designate one or more committees each to consist of two or more Directors of the Corporation. Such committees shall meet at stated times or on notice to all by any of their own number. They shall fix their own rules of procedure. A majority shall constitute a quorum, but the affirmative vote of a majority of the whole committee shall be necessary in every case. Such committees shall have and may exercise the powers of the Board of Directors to the extent as provided in such resolution or resolutions.

BE IT THEREFORE RESOLVED that effective January 1, 2017, the following committees have been approved and established by the Board.

1. Property Committee (insert Rules of Procedure here)
2. Maintenance Committee (insert Rules of Procedure here)
3. Clubhouse Committee (insert Rules of Procedure here)
4. Architectural Committee (insert Rules of Procedure here)
5. By-laws Committee (insert Rules of Procedure here)
6. Finance Committee (insert Rules of Procedure here)

Any and all changes or additions to the foregoing list of committees will be the responsibility of the Board.

BE IT FURTHER RESOLVED that effective March 17, 2017, the Board of Directors as members of committees do not vote. Committees can make recommendations to the Board for any and all policy decisions, etc.

Date resolution adopted by the Board of Directors, January 27, 2017, and amended March 17, 2017.

ATTEST:

David Perlmutter, President

Elinor C. Boylan
Elinor C. Boylan, Secretary

3/17/17

Date

3/17/17

Date



Southerness Maintenance Corporation

d/b/a Legacy at Odessa National

Discretionary Capital Improvements

Administrative Resolution #2017-9

Origination Date: September 14, 2017

As Amended July 17, 2025

WHEREAS, the Southerness Maintenance Corporation, through its Board of Directors, is empowered by Article III, Section 1, of the Bylaws governing the Association, to manage the business and affairs of the property; and

WHEREAS, Article VI, Section 1 states that the Board of Directors shall have the power to (b) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation and not reserved to the membership by other provisions of these bylaws, the Certificate of Incorporation or the Maintenance Declaration and

WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations to the provisions of its legal documents.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors has adopted the following resolution, and these procedures shall be followed:

All **discretionary** capital improvement proposals over an amount of Five Thousand Dollars (\$5,000.00) must be in writing and must detail the total cost of said capital improvement. If possible, at least three (3) bids must accompany the request. If services are required for the work involved or installation, the work must be performed by a duly qualified professional and all required insurance documentation and W-9 must be received prior to the start of said project. After the approval of the Board of Directors, the discretionary proposal will be presented to the Finance Committee for review as to the budget impact and the required mechanisms to finance the implementation.

The proposal will then be delivered to the community and will include the costs of purchase and installation, an estimate of the costs for maintenance and any additional reserve contribution, and an estimate of the time frame to acquire and install. The community's voting process will include both an electronic and paper ballot option.

As with the budget, with a quorum of the community voting, a majority of those voting in the affirmative will be needed to allow the expenditure.

This resolution was duly amended by the Board of Directors at a meeting of the Board of Directors held June 18, 2025.

ATTEST:

Cathy Vento, President

Date

Basil Megariotis, Secretary

Date



**Southerness Maintenance Corporation
d/b/a Legacy at Odessa National
Work Related Discretionary Spending
Administrative Resolution #2017-10**

**Origination Date: November 27, 2017
Amended Date: November 22, 2021**

WHEREAS. the Southerness Maintenance Corporation, through its Board of Directors, is empowered by Article III, Section 1. of the Bylaws governing the Association, to manage the business and affairs of the property; and

WHEREAS, Article VI, Section 1 states that the Board of Directors Shall have the power to (b) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation and not reserved to the membership by other provisions of these bylaws, the Certificate of Incorporation or the Maintenance Declaration and

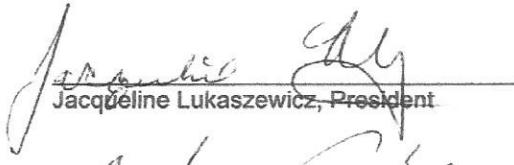
WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations to the provisions of its legal documents.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors has adopted the following resolution and these procedures shall be followed:

Committees (Reference Resolution 2017-8 for Committee Clarification and Rules) that are allocated a budget for discretionary Spending (non-capital improvements) are required to spend these funds for the Southerness Maintenance Corporation work related expenditures only. The expenditure must be in direct relation to the work itself. Expenditures for non-work-related items such as, but not limited to, work clothes, gifting, and lunches, are not permitted.

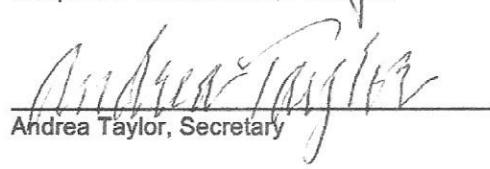
This resolution was duly adopted by the Board of Directors at a meeting of the Board of Directors held December 4, 2017, and amended on November 22, 2021.

ATTEST:



Jacqueline Lukaszewicz, President

12/22/2021
Date



Andrea Taylor, Secretary

11/22/21
Date



**Southerness Maintenance Corporation
d/b/a Legacy At Odessa National
Architectural/Landscape Specifications & Requirements
Administrative Resolution #2017-11**

Origination Date: December 04, 2017, Amended: November 22, 2021

WHEREAS, the Southerness Maintenance Corporation, through its Board of Directors, is empowered by Article III, Section 1, of the Bylaws governing the Association, to manage the business and affairs of the property; and

WHEREAS, Article VI, Section 1 states that the Board of Directors shall have the power to (b) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation and not reserved to the membership by other provisions of these bylaws, the Certificate of Incorporation or the Maintenance Declaration and

WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations to the provisions of its legal documents.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors has adopted the following resolution regarding architectural control as provided for in the Bylaws of the Southerness Maintenance Corporation:

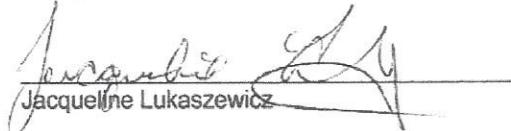
The document entitled:

**"ARCHITECTURAL/LADSCAPE"
Specification & Requirements**

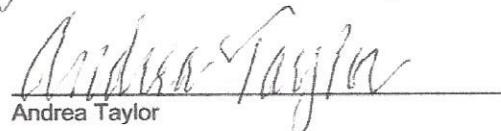
as adopted by the Board of Directors, contains requirements that must be adhered to when making changes to the exterior of any residential lot within Legacy (Southerness). Any nonconformity to the specifications will be considered the same as a violation of the Deed Restrictions and shall be subject to the same fines and remedies provided for in the Maintenance Corporation Bylaws and Resolutions.

This resolution was duly adopted by the Board of Directors at a meeting of the Board of Directors held December 04, 2017, and amended on November 22, 2021.

ATTEST


Jacqueline Lukaszewicz

11/22/2021
Date


Andrea Taylor

11/22/2021
Date



**Southerness Maintenance
Corporation
d/b/a Legacy at Odessa National
Clubhouse Rules
Administrative Resolution #2017-12**

Origination Date: December 04, 2017
As Amended: March 21, 2024 and March 20, 2025

WHEREAS, the Southerness Maintenance Corporation, through its Board of Directors, is empowered by Article III, Section 1, of the Bylaws governing the Association, to manage the business and affairs of the property; and

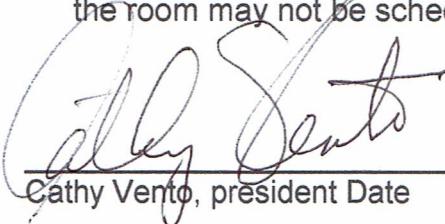
WHEREAS, Article VI, Section 1 states that the Board of Directors shall have the power to (b) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation and not reserved to the membership by other provisions of these bylaws, the Certificate of Incorporation or the Maintenance Declaration and

WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations to the provisions of its legal documents.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors has adopted the following resolution regarding use of the clubhouse:

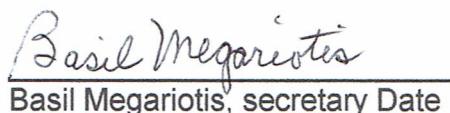
1. The clubhouse is open daily from 5 am to 12 midnight for the exclusive use of Residents and their guests. All guests must be accompanied by a Resident in order to use the facilities.
2. Entrance to the clubhouse is by fob only. Each property owner is entitled to two (2) fobs. Additional fobs may be purchased from the Board of Directors for \$15.00 apiece. *Proof of residency is required.* Initial replacement of lost fob will cost \$25.00 each. Subsequent replacement cost will be based on number of times lost.
3. The Clubhouse Committee maintains a calendar of functions/events. A monthly schedule will be posted on the official bulletin board located near the main entrance. All meetings/events must be scheduled through the Clubhouse Committee.
4. Events in the clubhouse must be for residents who reside in Legacy and communicated with an invitation to all Legacy residents. Private parties are not allowed. People residing outside the community may attend as guests. However, events held specifically for family members and/or friends who do not reside in Legacy are NOT permitted. Non-recurring events may only be scheduled up to 90 days in advance and can be held any day of the year.

5. Any group scheduling an event is responsible for leaving the clubhouse clean and in its original condition.
6. Smoking is not permitted in the clubhouse or surrounding areas.
7. Loud music, noise or offensive actions which inhibit the enjoyment of the premises by others, or which endanger the safety of anyone on the premises will not be tolerated at any time.
8. Shoes and suitable attire shall be required inside the clubhouse and Exercise Room. Wet swimsuits are not permitted inside the main clubhouse or Exercise Room.
9. Lockers are for daily use only. Locks may NOT be left on overnight.
10. Pets other than trained service animals are not permitted in the clubhouse.
11. Rules/Guidelines governing the use of the kitchen, exercise room, pool and pool area are to be observed and adhered to. Copies of these guidelines are posted in the aforementioned areas.
12. Residents having their clubhouse access privileges revoked or suspended for violation of the clubhouse policy or any other Board of Director's policy will be required to pay a re-instatement fee.
13. Outside vendors need liability insurance per Resolution 2017-14.
14. The Multi-Purpose Room is designed to hold meetings, view media, and conduct community business. These uses take priority over any other usage requests and the room may not be scheduled for other types of events/games.



Cathy Vento, president

3/21/25



Basil Megariotis

3/21/25

Basil Megariotis, secretary



**Southerness Maintenance Corporation
d/b/a Legacy at Odessa National
Clubhouse Pool Rules
Administrative Resolution #2017-13**

Origination Date: December 04, 2017

As Amended January 15, 2026

WHEREAS, the Southerness Maintenance Corporation, through its Board of Directors, is empowered by Article III, Section 1, of the Bylaws governing the Association, to manage the business and affairs of the property; and

WHEREAS, Article VI, Section 1 states that the Board of Directors shall have the power to (b) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation and not reserved to the membership by other provisions of these bylaws, the Certificate of Incorporation or the Maintenance Declaration and

WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations to the provisions of its legal documents.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors has adopted the following resolution regarding use of the clubhouse swimming pool:

1. Pool hours: 6:00 am – 9:00 pm
2. No lifeguard on duty – swim at your own risk
3. No running, diving, or jumping into the pool.
4. Use of the pool is for Legacy residents. Residents and their guests must be aware of and abide by all Pool Rules and Regulations as follows:
 - o Residents must accompany their guests at all times.
 - o Guests 18 years of age and under are permitted in the pool and pool areas only during the hours of 12:00 to 3:00 PM
 - o Food is allowed only at tables.

- Leave the pool area clean and litter free.
- Footwear is required to enter the clubhouse.
- The cost of any damage to the pool area or equipment will be charged to the responsible resident.
- Pool will be closed at times due to inclement weather and mechanical or operational difficulties.
- Any audio or audio-visual device, with headsets only, are allowed in the pool area.

5. The following are NOT permitted:

- For sanitary reasons, anyone wearing diapers of any kind and anyone who is incontinent or not toilet trained.
- Glassware and glass bottles
- Pets
- Smoking
- Private pool parties
- Beach balls, large toys, and inflatable mats/rafts



Eric Foster, president

1/15/2026

Date



Basil Megariotis, secretary

1/15/2026

Date



**Southerness Maintenance Corporation
d/b/a Legacy at Odessa National
Service Provider Insurance Requirements
Administrative Resolution #2017- 14**

Origination Date: December 04, 2017

WHEREAS, the Southerness Maintenance Corporation, through its Board of Directors, is empowered by Article III, Section 1, of the Bylaws governing the Association, to manage the business and affairs of the property; and

WHEREAS, Article VI, Section 1 states that the Board of Directors shall have the power to (b) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation and not reserved to the membership by other provisions of these bylaws, the Certificate of Incorporation or the Maintenance Declaration and

WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations to the provisions of its legal documents.

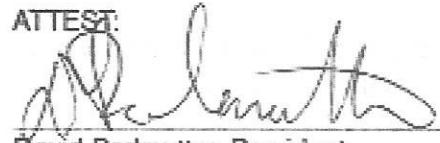
NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors has adopted the following resolution regarding all persons doing business with or providing services to the Corporation or members of the corporation while within the common facilities:

SERVICE PROVIDED	PERSONAL LIABILITY INSURANCE	MAINTENANCE CORP as ADDITIONAL INSURED Certificate of Insurance Required
Food Delivery (only)	yes	no
Food Caterers	yes	yes
Professional Instructors (e.g., Yoga, Water Aerobics, etc.)	yes	yes
Contractors (e.g., Construction, Maintenance, etc.)	yes	yes
Speakers (i.e., Informational Seminars and Classes such as Travel Info, Health and Safety, etc.)	no	no

The individuals or companies noted above, must submit to Southerness Maintenance Corporation a Certificate of Insurance naming Southerness Maintenance Corporation as an additional insured.

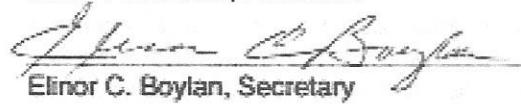
This resolution was duly adopted by the Board of Directors at a meeting of the Board of Directors held December 04, 2017, adopted by the Southerness Maintenance Corporation d/b/a Legacy at Odessa National on December 04, 2017.

ATTEST:



David Perlmutter, President

12/04/2017
Date



Elinor C. Boylan, Secretary

12/04/17
Date



**Southerness Maintenance Corporation
d/b/a Legacy at Odessa National
Common Facilities Changes
Administrative Resolution #2017- 15**

Origination Date: December 04, 2017 Amended August 17, 2023

WHEREAS, the Southerness Maintenance Corporation, through its Board of Directors, is empowered by Article III, Section 1, of the Bylaws governing the Association, to manage the business and affairs of the property; and

WHEREAS, Article VI, Section 1 states that the Board of Directors shall have the power to (b) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation and not reserved to the membership by other provisions of these bylaws, the Certificate of Incorporation or the Maintenance Declaration and

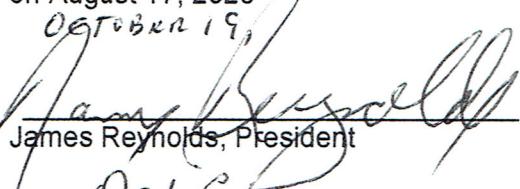
WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations to the provisions of its legal documents.

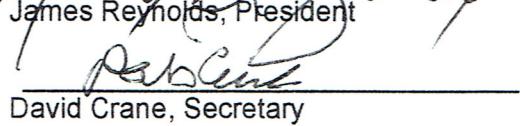
NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors has adopted the following resolution regarding changes to common facilities delineated on the existing plan for Legacy (Southerness) as per the requirements of New Castle County, Code of Ordinances, Chapter 40, Unified Development Code Article 27.540, "Changes to Open Space or Common Facilities", paragraph B:

Maintenance organization, condominium or third-party conservancies. Once the developer satisfies the conditions for transferring maintenance responsibility, open space that has been turned over may be modified pursuant to a vote taken according to the organization's governing documents. Any change must be submitted to the Department on a record or landscape plan for review and is subject to Department approval. Any change to a stormwater management facility must also obtain approval from the Department of Public Works.

This resolution was duly adopted by the Board of Directors at a meeting of the Board of Directors held August 17, 2023 adopted by the Southerness Maintenance Corporation d/b/a Legacy at Odessa National on August 17, 2023

Oct 19, 2023


James Reynolds, President


David Crane, Secretary

10-19-2023
Date

10-19-2023
Date

Southerness Maintenance Corp

Ressolutiui 2017-11



**Southerness Maintenance Corporation
d/b/a Legacy at Odessa National
Outside Vendor Sales Limited
Administrative Resolution #2017-16**

Origination Date: December 4, 2017

WHEREAS, the Southerness Maintenance Corporation, through its Board of Directors, is empowered by Article III, Section 1, of the Bylaws governing the Association, to manage the business and affairs of the property, and

WHEREAS, Article VI, Section 1 states that the Board of Directors shall have the power to (b) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation and not reserved to the membership by other provisions of these bylaws, the Certificate of Incorporation or the Maintenance Declaration and

WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations to the provisions of its legal documents.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors has adopted the following resolution and these procedures shall be followed:

In order to reduce the liability to the Southerness Maintenance Corporation and maintain the expense of our insurance, Vendors (both outside and internal) may only sell merchandise on the grounds of Southerness Maintenance Corp to members of the community. A motion was made at the December 4, 2017, Board of Directors Meeting to limit vendor sales and the motion was approved. This resolution formalizes that decision.

This resolution was duly adopted by the Board of Directors at a meeting of the Board of Directors held December 4, 2017, for the Southerness Maintenance Corporation dba Legacy at Odessa National.

ATTEST:

A handwritten signature in black ink, appearing to read "David Perlmutter".

David Perlmutter, President

12/6/2017

Date

A handwritten signature in black ink, appearing to read "Elinor C. Boylan".

Elinor C. Boylan, Secretary

12/4/2017

Date



**Southerness Maintenance Corporation
d/b/a Legacy at Odessa National
Certificate of Merger Effective Date Amended
Administrative Resolution #2018-01**

Origination Date: March 1, 2018

WHEREAS, the Southerness Maintenance Corporation, through its Board of Directors, is empowered by Article III, Section 1, of the Bylaws governing the Association, to manage the business and affairs of the property; and

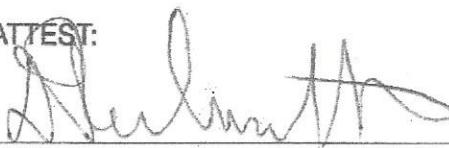
WHEREAS, Article VI, Section 1 states that the Board of Directors shall have the power to (b) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation and not reserved to the membership by other provisions of these bylaws, the Certificate of Incorporation or the Maintenance Declaration and

WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations to the provisions of its legal documents.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors stipulates that the Certificate of Merger for the Southerness Service Board and the Southerness Maintenance Board is amended to read effective on 11:59 p.m.. on December 31, 2016.

This resolution was duly adopted by the Board of Directors at a meeting of the Board of Directors held March 8, 2018,

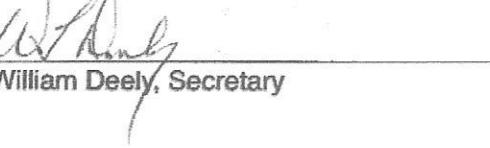
ATTEST:



David Perlmutter, President

3/8/18

Date



William Deely, Secretary

3/8/18

Date

Southerness Maintenance Corporation
d/b/a Legacy at Odessa National
Rules Enforcement Procedure and
Fine Schedule
Administration Resolution #2018-02, Replaces #2013-5
Amended 04/13/18

Origination Date: April 1, 2013

WHEREAS, Article IV, Section 1 of the By-Laws governing Legacy at Odessa National Southerness Maintenance Corporation provides for a Board of Directors which shall manage the business, operations and affairs of the property, and

WHEREAS, Article VI, Section 1 of the Legacy at Odessa National Maintenance Corporation By-Laws gives the Board of Directors power to adopt and publish rules and regulations governing the use of their common properties and facilities and personal conduct of the members and their guests and to establish penalties for infractions; and

WHEREAS, the Board of Directors wishes to clearly define the procedure it shall utilize to enforce the provisions of the governing documents:

BE IT THEREFORE RESOLVED that effective June 1, 2018, these procedures shall be followed:

1. **Owner Responsibility:** Each unit owner is a member of the corporation and is responsible for complying with the governing documents and rules including the Legacy Declarations; Odessa National Declarations, Deeds and Restrictions; Amended By-Laws; and Resolutions. Additionally, owners are responsible for ensuring their tenants, invitees, guests and lot occupants comply. Any fines or discipline imposed for violations or non-compliance will be imposed against the owner.
2. **Egregious Violations:** Violations posing a threat to the health, safety, and/or welfare of the community as a whole or any one or more other owners, may require immediate action and thus create exceptions to the subsequent notice provisions. Examples of health, safety, and welfare violations include, but are not limited to, the following: accumulation of trash and/or other materials that may attract pests; threat of flood or fire damage to neighboring properties; an escaped pet; or a collapsed structure or tree blocking the road.

3. **Complaints:** Any owner within the community may send to the Board or the management company a formal, written complaint via electronic mail or regular mail of a violation with as much information as is known. Complaints may also be initiated by the community manager or any Board member. The Board shall have no obligation to consider oral complaints or anonymous complaints. The Board shall have the authority to determine whether a complaint is justified before continuing with the process.
4. **Warning Notice:** Upon verification of the violation, the community manager shall give a written warning notice to the owner requesting voluntary compliance. All warning notices shall be delivered by regular or certified US mail to the owner's address of record. The warning notice shall:
 - a) Contain a description of the violation and identify the governing document provision that has been violated;
 - b) If applicable, describe the corrective action(s) that must be taken to resolve the violation with a deadline for doing such;
 - c) If applicable, list any reimbursement costs the corporation has incurred to correct the violation and the deadline for repayment; and
 - d) Describe the intended or possible sanction(s), which shall be reasonably determined in the sole discretion of the Board.
5. **Notice of Disciplinary Action (Second Notice):** If the violation is not corrected after the warning notice deadline, or continues or is repeated, or if applicable costs incurred to remedy the violation have not been recompensed, the community manager shall give a written notice of disciplinary action to the owner. The disciplinary action notice may contain one or more actions if the Board determines that an owner, or their tenant, invitee, guest, or occupant has committed a violation of a particular governing document. The disciplinary action notice shall be delivered by regular or certified US mail to the owner's address of record. The disciplinary action notice may include:
 - a) Imposition of fines in accordance with the current schedule of fines.
 - b) Suspension of privileges to use the recreational facilities such as the swimming pool, clubhouse access, or tennis court.
 - c) Notice that additional legal action could be implemented.

In the case of continuing violations, such as uninterrupted architectural violations or failure to properly store a trash receptacle, the Board may impose daily fines of 10% of the scheduled fine until the violation is remedied.

Repeated or subsequent violations within one (1) year, such as parking violations, shall not constitute a continuing violation, but rather shall be a separate violation for each occurrence, and disciplinary action and fines may be imposed for each and every separate violation.

6. Request for Hearing after Disciplinary Action Notice: If an owner desires a hearing to challenge or contest any alleged violation and fine, or to discuss any mitigating circumstance, the owner must request such a hearing, in writing, within ten (10) days of the disciplinary action notice. The request for hearing shall describe the grounds and basis for challenging the alleged violations or the mitigating circumstances. The request form is attached to this resolution.
7. Hearing: The Board shall conduct the hearing pursuant to the procedures set forth herein. The Board will schedule the hearing within ten (10) days of the receipt of the request. The Board may grant continuances for good cause. The hearing will be confidential between the Board and the owner. The Board president or acting president shall establish a quorum, explain the rules, procedures, and guidelines by which the hearing shall be conducted, and shall introduce the case before the Board. The Board shall have the exclusive power and authority to determine whether a violation exists and impose disciplinary action.
8. Notice of Board's Decision / Effective Date of Sanction: After testimony and evidence have been presented to the Board at a hearing, the Board shall render its written findings and decision, and impose a fine, in accordance with the current schedule of fines, if applicable, within fifteen (15) days after the hearing or as soon as reasonably possible. A suspension, fine or reimbursement charge shall be effective no sooner than five (5) days after the Board's decision.
9. Right to Appeal: If an owner believes that any enforcement action(s) is selective or arbitrary, then the owner as its sole and exclusive remedy and at their own expense, may submit the dispute to final and binding arbitration in accordance with the provisions of the Delaware Uniform Arbitration Act and the rules of the American Arbitration Association. The owner shall be responsible for all costs of the arbitration and any legal fees and costs incurred by the Board in the arbitration.
10. Schedule of Fines: The schedule of fines adopted by the Board is attached to this procedure.
11. Payment of Fines: Fines are due when imposed and are deemed delinquent if not paid within fifteen (15) days after they are due. Unpaid fines are collectible in the same manner as unpaid monthly assessments and may result ultimately in a lien on an owner's unit and possibly foreclosure. Owners will be responsible for late fees and interest on fines not paid when due, following the same manner as unpaid monthly assessments.
12. Legal Actions and Costs: The Board may, among other things, initiate legal proceedings to enjoin any further violation, to collect any unpaid fines, to collect attorney's fees and costs, and to seek any other relief that may be appropriate. Fines may continue to be assessed and levied during the pendency of such legal proceedings. All associated costs shall be billed to the owner and collected in the same manner as assessments.

13. Failure to Enforce: Failure of the Board to enforce the governing documents will not be deemed a waiver of the right to do so for any subsequent violations or of the right to enforce any of the above referenced governing documents.
14. Federal, State, or Local Laws: Violations of federal, state, or local laws are not considered violations of the governing documents and the Board shall not enforce such violations of law. Any resident may contact the appropriate authorities to report a violation of law.

ATTEST:

David Perlmutter, President

5/10/18
Date

William Deely, Secretary

5/10/18
Date

Schedule of Fines

Owners may be fined for violations in order to ensure compliance with the governing documents of the Southerness Maintenance Corporation. Any violation of the governing documents by the owner, owner's tenant, invitee, guest, or lot occupant, shall be subject to the following fines:

Violation	Fine
Any violation of the governing documents not specifically mentioned here.	\$50
Swimming pool ¹	\$100
Vehicle parking restrictions ² (subject to towing after three (3) days without further notice at owner's expense)	\$100
Serious personal endangerment or health hazard ³	\$200
Vandalism & common area misuse ⁴	\$200
Failure to submit an ARC application or unauthorized alterations to property ⁵	\$300

The above fines, which are only applied AFTER the warning notice deadline has passed, are the maximum amounts per violation, and are in addition to any actual costs, damages, or reimbursement costs to remedy the violation, including attorney's fees, incurred by the corporation. If circumstances warrant, the Board may impose lesser amounts.

1 Pool privileges may be revoked and key fobs deactivated if validated complaints of gross disregard of the pool rules are reported.

2 All motor vehicles owned and operated by the owner, owner's tenant, invitee, guest, or lot occupant must be parked ONLY in the garage or the driveway located on the owner's lot or the adjacent street if such parking is temporary. Overnight parking between midnight and the following dawn is prohibited on all common roadways except for the clubhouse parking lot.

3 An example of serious personal endangerment is building a bonfire in any area of Southerness.

4 An example of vandalism is breaking the lock on the pool gate. An example of common area misuse is leaving pet waste on the common grounds.

5 An ARC request must be submitted and approved before any exterior changes can be made. If the request is not submitted and approved, *prior to commencement* of the work, daily fines may be imposed from the day the work began, until ARC approval is secured. Please consult the ARC Specifications and Recommendations Resolution for detailed instructions.

Attachment A:

Request for Violation Hearing

Request date: _____

Requester Information

Full name	
Address	
Phone	
Email Address	

Violation

--

Reason for Appeal

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DO NOT WRITE BELOW LINE – BOARD USE ONLY

Date referred to Board: _____

Date of hearing: _____

Outcome of hearing:

Violation overturned Violation upheld Violation modified Fine modified



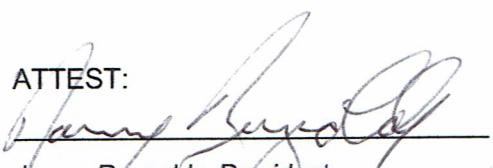
**Legacy at Odessa National
Southerness Maintenance Corporation
Homeowner Procedure for Submitting Capital
Project Proposals
Administrative Resolution #2022-01**

WHEREAS the Southerness Maintenance Corporation welcomes input proposals from homeowners regarding possible capital expenditures for the betterment and enjoyment of the common facilities of Legacy, it is necessary for the Board to require the following to ensure that the time and resources of the Board and management company are efficiently spent:

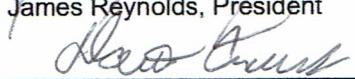
BE IT RESOLVED that the following procedures must be followed for submittal of proposals:

- For all proposed projects, a verifiable estimate of first costs, including material and installation, along with an estimate of operating and maintenance costs must be obtained.
- If the costs to purchase and install are **under \$5000**, the proposal can be submitted directly to the Secretary of the Board for the Board's consideration.
- If the costs to purchase and install are **over \$5000** and before the proposal is submitted to the Board, homeowners proposing these projects must notify members of the community of all costs including those to maintain and operate the finished project and be able to show that at least 15% of the lots, by signature and/or traceable emails, are in favor of the proposal. Lastly,
- The proposal, the first costs, ongoing costs, and proof of homeowner interest may then be presented to the Secretary of the Board for the Board's consideration.

ATTEST:



James Reynolds, President



David Crane, Secretary

8-18-2022

Date

08-18-2022

Date



**Legacy at Odessa National
Southerness Maintenance Corporation
Procedure for Changing and Amending
The Bylaws and Deed Restrictions of the
Corporation
Administration Resolution #2023-1**

Origination Date - March 16, 2023

WHEREAS, Article IV, Section 1 of the By Laws governing Legacy at Odessa National Southerness Maintenance Corporation provides for a Board of Directors which shall manage the business, operations, and affairs of the property, and

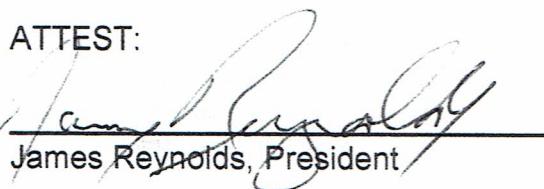
WHEREAS, Article XIV Section 1 of the FIRST AMENDED AND RESTATED BYLAWS OF THE SOUTHERNESS MAINTENANCE CORPORATION states that the bylaws may be amended, altered, repealed or added to by a vote of the members of the Corporation as set forth in said document, and

WHEREAS, Article X, Section (2) of the SOUTHERNESS AT ODESSA NATIONAL GOLF CLUB AND RESIDENTIAL COMMUNITY ACTIVE ADULT LOT MAINTENANCE DECLARATION OF RESTRICTIONS states that the deed restrictions may be changed, altered, modified or extinguished in whole or in part by a vote of the members of the Corporation as set forth in said document, and

WHEREAS the Board of Directors wishes to clearly define the procedure it shall utilize to enable changes to be made:

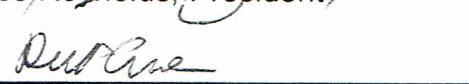
BE IT THEREFORE RESOLVED that effective March 16, 2023, those procedures in Schedule A shall be followed:

ATTEST:



James Reynolds, President

March 16, 2023
Date



David Crane, Secretary

March 16, 2023
Date

SCHEDULE A

PROCEDURE FOR CHANGING SOUTHERNESS MAINTENANCE CORPORATION BYLAWS AND DEED RESTRICTIONS

1. All lot owners have an opportunity to request changes, eliminations, and/or additions to the bylaws and deed restrictions .
2. Request for proposals for changes, eliminations, and/or additions to be mailed by the management company to all homeowners of record for their consideration. Homeowners to be given a minimum of 30 days to submit their proposals by US mail or email to the Bylaws Committee (BC) by the deadline of March 1 and September 1. (Do not send proposals to the management company.)
3. The submission of proposals that have been defeated must wait 18 months from the time of its defeat before being resubmitted.

NOTE: Voting is by lot (house address). Each lot gets one (1) vote no matter how many deed holders.

Check the most recent issue of the bylaws and deed restrictions to see how many affirmative votes are needed for passage.

4. Homeowner proposals for changes shall include:
 - 4.1. The homeowner's name and address
 - 4.2. The document name, section, and paragraph
 - 4.3. A description of why the change is being proposed not to exceed 200 words.
 - 4.4. The exact wording of how the revised bylaw or deed restriction should read.
5. Homeowner proposals for eliminations shall include:
 - 5.1. The homeowner's name and address
 - 5.2. The document name, section, and paragraph
 - 5.3. A description of why the change is being proposed not to exceed 200 words.
6. Homeowner proposals for additions shall include:
 - 6.1. The homeowner's name and address
 - 6.2. The document name, section, and paragraph
 - 6.3. A description of why the change is being proposed not to exceed 200 words.
 - 6.4. The exact wording of how the additional bylaw or deed restriction should read.
7. Over the next 15 days:
 - 7.1. The BC will compile the requests and contact homeowners whose requests have not followed the requirements in paragraphs (3), (4), or (5) and allow them seven days to resubmit.
 - 7.2. Provide a list of properly submitted proposals to the Board of Directors (BOD) for their review.
8. The BOD shall have 15 days to provide the BC with their recommendations (or not) for passage or rejection of the individual proposal. These recommendations will be included in the voting package.
9. The list of proposals along with the BOD's recommendations (if made) shall be included in a ballot for homeowners, enabling them to vote on individual proposals, and mailed to each homeowner.
 - 9.1. The homeowner shall have 15 days to send their ballot to the BC by US mail or by email.
 - 9.2. The BC shall make note of the homeowner address, determine that a sufficient number of homeowners have responded, and tally the votes.
 - 9.3. The results of this tally shall be provided to the BOD without delay.
10. The BOD will verify the results and
 - 10.1. Notify the community of the results
 - 10.2. Have the management corporation make the required changes to the Southerness documents and file these changes with the county.
 - 10.3. Institute the changes on the first day of the following month.



**Legacy at Odessa National
Southerness Maintenance Corporation
Modification for Amending Our Financial Allocation
of Post Extreme Weather Maintenance Expenses.
Corporation Administration Resolution #2023-2**

Origination Date - May 17, 2023

WHEREAS, Article IV, Section 1 of the By Laws governing Legacy at Odessa National Southerness Maintenance Corporation provides for a Board of Directors which shall manage the business, operations, and affairs of the property, and

WHEREAS Article VI Section 1 states that The Board of Directors shall have the power to (b) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation and not reserved to the membership by other provisions of these bylaws, the Certificate of Incorporation, or the Maintenance Declaration and

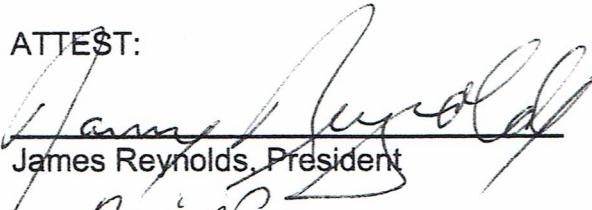
WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations and financials to the provisions of its legal documents.

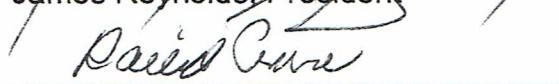
WHEREAS the Board of Directors wishes to clearly define the procedure it shall utilize to enable changes to be made:

BE IT THEREFORE RESOLVED that effective May 18, 2023, these procedures shall be as follows:

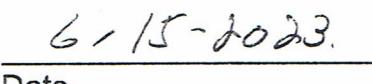
- A. Adjust the Budget Line Item (6442) for Snow Removal from \$120,000 to \$50,000. And move \$75,000 from the Operating Fund Balance to a new Line Item (2042) under our Accounts Payable section of the Balance Sheet.
- B. This new AP Line Item (2042) will only be used for extreme weather emergency expenses.

ATTEST:


James Reynolds, President


David Crane, Secretary


Date


Date



**Legacy at Odessa National
Southerness Maintenance Corporation
Modification for Transferring Our Financial Assets
To Local Institutions in Delaware.
Corporation Administration Resolution #2023-3**

Origination Date - July 14, 2023

WHEREAS, Article IV, Section 1 of the By Laws governing Legacy at Odessa National Southerness Maintenance Corporation provides for a Board of Directors which shall manage the business, operations, and affairs of the property, and

WHEREAS Article VI Section 1 states that The Board of Directors shall have the power to (b) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation and not reserved to the membership by other provisions of these bylaws, the Certificate of Incorporation, or the Maintenance Declaration and

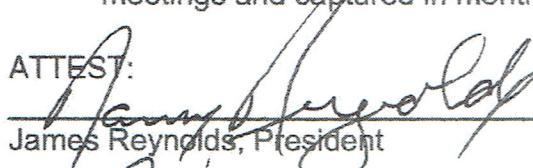
WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations and financials to the provisions of its legal documents.

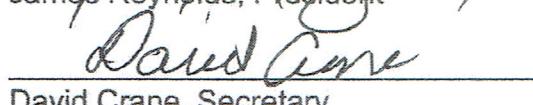
WHEREAS the Board of Directors wishes to clearly define the procedure it shall utilize to enable changes to be made:

BE IT THEREFORE RESOLVED that effective July 20, 2023, these procedures and modifications will be authorized as follows:

- A. The SMC Board will have permission to move Capital Reserve funds and Operating Fund excess balances, Grant balances, and other financial instruments to designated financial institutions of their choosing.
- B. Our Capital Reserve Funds will be transferred in total to designated financial institutions into split accounts to maximize control and access by SMC and be invested to maximize our ROI, and to determine capital expenditures by the BOD and the Community per the 2023 5-year Capital Plan & subsequent Plans.
- C. Specific movement of Capital & Operating funds will be addressed at BOD meetings and captured in monthly minutes over the course of the year.

ATTEST:


James Reynolds, President


David Crane, Secretary

7-31-2023
Date

7-31-2023
Date



Legacy at Odessa National
Southerness Maintenance Corporation
Homeowner Procedure for Submitting Claims
for Lot Damage
Administrative Resolution #2023-04

Origination Date: September __, 2023

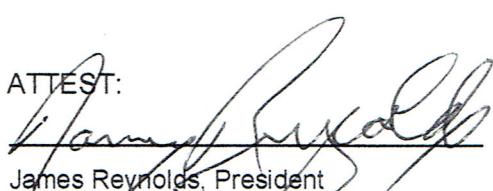
WHEREAS the Southerness Maintenance Corporation is responsible for lot and common facilities maintenance and while precautions are taken by the contractors hired by the corporation to perform said maintenance, inadvertent damage can occur to homeowners' property in the course of these activities. As such, to ensure a timely and proper assignment of repair responsibility, the Board requires that the procedure below be followed:

BE IT RESOLVED that the following procedures must be followed for submittal of property damage claims:

- 1) If it is suspected that a Corporation contractor has caused damage, the homeowner is to notify the management company as soon as possible.
- 2) The management company and/or the contractor shall be given 10 business days to investigate and respond. During this period, responsibility and a path forward will be produced.
- 3) In general, the management company and/or the contractor shall be given the first opportunity to make any repairs. Unless the damage is so severe that (a) to delay repairs would cause further damage to the property or (b) the damage has caused a hazardous condition to be present, no repairs are to be made during the 10 business day period above unless they are made by either the management company or the contractor. If the homeowner proceeds with repairs of damage not of types (a) or (b), no reimbursement will be provided by the Corporation or contractor and the claim will be deemed invalid.
- 4) If the outcome of the investigation above and/or the proposed repair does not meet with approval of the homeowner, they will have five business days to appeal the decision to the Board

This resolution was duly adopted by the Board of Directors at a meeting of the Board of Directors held ~~September 19~~, 2023 adopted by the Southerness Maintenance Corporation d/b/a Legacy at Odessa National on ~~September 19~~ 2023

ATTEST:


James Reynolds, President


David Crane, Secretary

10-19-2023

Date

10-19-2023

Date



**Southerness Maintenance Corporation
d/b/a Legacy at Odessa National
Procedure for Contract Storage and
Handling
Administrative Resolution #2024-01**

Origination Date: March __, 2024

WHEREAS, the Southerness Maintenance Corporation, through its Board of Directors, is empowered by Article VI, Paragraph (d), of the Bylaws governing the Association, to employ contractors and therefore, enter into contracts, the Board wishes to clearly define where and who shall have copies of said contracts.

THEREFORE, BE IT RESOLVED THAT the Board of Directors has adopted the following regarding the handling and storage of contracts between independent contractors and the Corporation:

1. A copy of all signed contracts that are in force shall be held by the property manager in digital form or hard-copy at their office of record.
2. A copy of all signed contracts that are in force shall be held in the corporation office located in the Legacy clubhouse at 511 Stonehaven Drive.
3. Copies of all signed contracts that are in force shall be available to all residents in good standing for their review.

This resolution was duly adopted by the Board of Directors at a meeting of the Board of Directors held March __, 2024 for the Southerness Maintenance Corporation d/b/a Legacy at Odessa National on March __, 2024.

ATTEST:

Carole McCoy, President

Date

David Crane, Secretary

Date



**Legacy at Odessa National
Southerness Maintenance Corporation
Procedure for Conducting Board of
Directors Meetings
Administrative Resolution #2024-02**

Origination Date: March 18, 2024

WHEREAS the Southerness Maintenance Corporation is obligated under state law (Title 25, Paragraph 81) to hold periodic meetings, in order for these meetings and any subsequent votes to be held in an orderly manner, the procedures below are to be followed:

BE IT RESOLVED that the following procedures must be followed during the conduct of Board of Directors meetings:

- 1) Roberts Rules of Order: These are to be adhered to at all times (a summarized copy of said rules are attached).
- 2) Voting: A motion may be voted on if a quorum of directors (50% +1 members of the Board) are present either in person or by proxy.
- 3) Passing a Motion: A motion is passed if a majority of those voting vote in the affirmative. (Unless federal, state, or local laws state otherwise.) Abstentions are not to be counted as a vote. For example: If six members of the Board are present and the vote is:

3 Yays
3 Nays
the motion does not carry.

However, if the vote is
3 Yays
2 Nays
1 Abstention,
the motion carries.

This resolution was duly adopted by the Board of Directors at a meeting of the Board of Directors held March 18, 2024 adopted by the Southerness Maintenance Corporation d/b/a Legacy at Odessa National on March 21, 2024

ATTEST:

Carole A. McCoy

Carole McCoy, President

David Crane

David Crane, Secretary

3/21/24

Date

3/21/24

Date

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
"Call for orders of the day."

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board's ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference

	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	✓	✓	✓	Majority	✓
Amend Motion	✓	✓		Majority	✓
Kill a Motion	✓			Majority	✓
Limit Debate	✓		✓	2/3 ^{rds}	✓
Close Discussion	✓			2/3 ^{rds}	✓
Recess	✓		✓	Majority	
Adjourn (End meeting)	✓			Majority	
Refer to Committee	✓	✓	✓	Majority	✓
Postpone to a later time	✓	✓	✓	Majority	✓
Table	✓			Majority	
Postpone Indefinitely	✓	✓	✓	Majority	✓



**Southerness Maintenance Corporation
d/b/a Legacy at Odessa National
Clubhouse ADA Compliance
Administrative Resolution 2025-01**

Origination Date: March 20, 2025

WHEREAS the Legacy clubhouse is not a "place of public accommodation", that is a place that routinely accommodates and invites the general public to conduct business like hotels or restaurants, or rents out the clubhouse or allows non-owners not as the guest of an owner to use facilities such as sports fields or swimming pool, the Southerness Maintenance Corporation is not obligated to comply with ADA requirements unless it becomes a "place of public accommodation."*

BE IT RESOLVED that the Board acknowledges that it is under no legal obligation to modify the clubhouse to conform to ADA requirements even if interior or exterior modifications are made to said premises as long as it is not a "place of public accommodation."

Cathy Vento, President

3/20/2025
Date

Basil Megariotis, Secretary

3/20/2025
Date

*Chad Thoms, Esq.



**Southerness Maintenance
Corporation
d/b/a Legacy at Odessa National
Decoration of Common Facilities
Administrative Resolution #2025-02**

Origination Date: June 18, 2025

WHEREAS, the Southerness Maintenance Corporation, through its Board of Directors, is empowered by Article III, Section 1, of the Bylaws governing the Association, to manage the business and affairs of the property; and

WHEREAS, Article VI, Section 1 states that the Board of Directors shall have the power to (b) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation and not reserved to the membership by other provisions of these bylaws, the Certificate of Incorporation or the Maintenance Declaration and

WHEREAS, the Board of Directors has adopted and expects to continue to adopt or amend rules and regulations to the provisions of its legal documents. And,

WHEREAS Article 9, Use of Property, of the SOUTHERNESS AT ODESSA NATIONAL GOLF CLUB AND RESIDENTIAL COMMUNITY ACTIVE ADULT LOT MAINTENANCE DECLARATION OF RESTRICTIONS, paragraph states:

"...No Owner shall paint, decorate or adorn any Lot or Common Facilities except as permitted by the Declarant."

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors has adopted the following resolution regarding decoration or adornment of the clubhouse or any of the common facilities:

No decorations or adornments including but not limited to flags (except for the American flag or the flag of the state of Delaware), signs, banners, statues, may be placed upon or around any common facility except for the interior of the clubhouse itself. That is, decorations and adornments that are associated with national, social, holidays, and public events may be displayed within the clubhouse. These may not be placed more than 15 days prior to the event and must be removed within 30 days following the event.

Violations of this resolution will result in immediate removal and discarding of said decorations and adornments. Violations of this resolution are subject to fines as stated in Resolution 2018-2, "Rules Enforcement Procedure and Fine Schedule".

This resolution was duly adopted by the Board of Directors at a meeting of the Board of Directors held June 18, 2025 for the Southerness Maintenance Corporation d/b/a Legacy at Odessa National .

Attest:

Cathy Vento, President Date

Basil Megariotis, Secretary Date



**Southerness Maintenance
Corporation
d/b/a Legacy at Odessa National
Start Up Assessment
Administrative Resolution #2025-03**

Origination Date: August 21, 2025

WHEREAS, Article 4 (4) of the Declaration is unequivocal: "The Service Corporation shall collect an initial one time start up assessment from the Owner towards the Lot Maintenance ("Start Up Assessment") ... the Start Up Assessment shall be determined from time to time by the Service Corporation...."

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors has adopted the following resolution regarding implementation of a Start Up Assessment:

For all transfers of lot ownership occurring on or after January 1, 2026, a Start Up Assessment of twenty-five percent (25%) of the then present annual lot assessment shall be imposed on every purchaser. The Board hereby directs management and closing attorneys to collect said fees at settlement.

Failure to pay this fee at settlement will incur late fees and interest penalties.

This resolution was duly adopted by the Board of Directors at a meeting of the Board of Directors held _____, 2025 for the Southerness Maintenance Corporation d/b/a Legacy at Odessa National .

Attest:

Cathy Vento, President Date

Basil Megariotis, Secretary Date



**Southerness Maintenance
Corporation
d/b/a Legacy at Odessa National
Deed Restriction Waivers
Administrative Resolution #2025-04**

Origination Date: August 21, 2025

WHEREAS, Federal and Delaware Fair Housing Acts (FHA) allow for reasonable accommodations, aka: waivers/variance, to be made to the covenants to allow for medical and/or unusual familial circumstances which:

- a) does not produce a potential challenge to the Community's status as "housing for older persons" under the FHA,
- b) where the resident produces medical documentation.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors has adopted the following resolution regarding issuance of a medical or familial waiver to the Deed Restrictions:

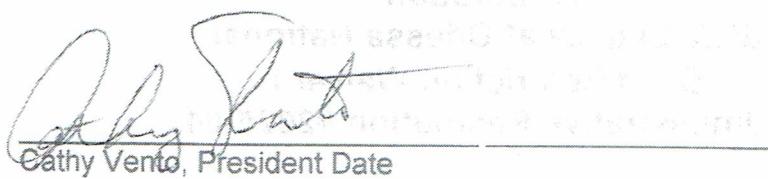
1) Those seeking waivers for medical reasons must submit documentation from health providers as to what is needed and provide written consent to allow the Board to retain the documentation. The Board will determine what is the least restrictive means to meet the medical need to ensure that it does not materially alter the Community or impose an undue financial/administrative burden. The Board will approve it with conditions regarding color, dimensions, placement, and maintenance. Any structures involved are to be removed when no longer medically required.

2) Those seeking a waiver for a familial situation not already covered in the Deed Restrictions must provide documentation as to why they are requesting the waiver and for how long they will require the waiver. The Board will determine the appropriateness of granting a waiver and if it poses a threat to the Community's status as "housing for older persons" under the FHA.

3) All waivers are to be reviewed each calendar year and new documentation must be provided at the time of review.

This resolution was duly adopted by the Board of Directors at a meeting of the Board of Directors held August 21, 2025 for the Southerness Maintenance Corporation d/b/a Legacy at Odessa National .

Attest:


Cathy Vento, President Date


Basil Megariotis
Basil Megariotis, Secretary Date