

WLA - Guidelines Review Committee Charter Resoluti.pdf

**WATERS LANDING ASSOCIATION, INC.
GUIDELINES REVIEW COMMITTEE CHARTER RESOLUTION**

WHEREAS, Article V, Section 3 of the Bylaws of the Waters Landing Association, Inc. (the "Association") empowers the Board of Directors ("Board") to establish rules and regulations to govern the operation of the Association; and

WHEREAS, Article VII, Section 2 of the Association's Declaration of Covenants directs the Board to appoint an Architectural and Environmental Review Committee ("AERC"); and

WHEREAS, Article VII, Section 7 of the Association's Declaration authorizes the AERC to adopt and promulgate, with advice and consent of the Board, rules and regulations regarding the form and content of architectural applications ("Guidelines"); and

WHEREAS, the Article V, Section 3(k) of the Association's Bylaws empowers the Board of Directors to appoint members to the AERC and to other such committees as the Board may designate; and

WHEREAS, the Association's current Guidelines were last revised in 1991; and

WHEREAS, the Board has determined that it is in the best interest of the Association to review the existing Guidelines, and where appropriate, propose and consider updates and revisions to those Guidelines; and

WHEREAS, the Board has determined that the task of review and proposed revisions can be most effectively carried out by a separate jointly established committee;

NOW THEREFORE, BE IT RESOLVED that the Board hereby creates and establishes a committee to review the community's AERC guidelines and propose needed changes, if any; which committee shall operate according to the below Charter.

WATERS LANDING ASSOCIATION GUIDELINES REVIEW COMMITTEE

CHARTER
GUIDELINES REVIEW COMMITTEE

ARTICLE I - PURPOSE

To ensure that the Waters Landing Association (WLA) Architectural Guidelines being used by the Architecture and Environmental Review Committee (AERC) are modernized to reflect the current community needs and in compliance with state and county laws.

ARTICLE II – GENERAL

The Committee shall conduct its affairs in strict accordance with the Maryland Homeowners Association Act, the Governing Documents, and this Charter; and in the interest of the Association. As such, the Committee is charged with maintaining a constant awareness of the legal obligations, risks, and responsibilities of the Association. The Committee and all its members serve at the pleasure and direction of the Board.

ARTICLE III - ADMINISTRATION

The Board of Directors shall appoint the members of this committee. This committee shall consist of at least 3 and not more than 5 members. Each member shall be both a resident and an owner of WLA and shall serve for as long as the Board designates. Once appointed by the Board, the committee will have a first meeting for organizational purposes and elect by majority vote from its members at least 3 officers: a Chairperson, a Deputy- Chairperson and a Secretary. If the committee does not elect these officers, the Board will designate these officers from the committee membership. The officers will have the following (but not limited to) responsibilities:

- a) Chairperson
 - a. Acting to oversee orderly meetings
 - b. Ensure the regular and continued progress of the committee's assignment
 - c. Report progress/activity of the committee to the Board

- b) Deputy-Chairperson
 - a. Assist the Chairperson in these functions
 - b. Act as substitute Chairperson, if necessary

- c) Secretary
 - a. Keep accurate minutes of this committee's meetings
 - b. Keep a record of the steps taken to research the assigned task
 - c. Ensure that the actions of the committee are published in a timely manner to the Board and the Waters Landing community

WATERS LANDING ASSOCIATION GUIDELINES REVIEW COMMITTEE

The Committee shall publish minutes for all meetings where any Committee decisions are made. Minutes will be provided to the Management Agent for distribution to the Board and to keep on file. Minutes are available for property owners' review upon request.

Regular meetings of the Committee shall be held as necessary to carry out the Committee's responsibilities. A majority of the Committee members shall constitute a quorum for the purpose of conducting Committee business. All Committee meetings shall be open to the public. The date, time, and location of or access to meetings shall be provided to the Management Agent for publication in accordance with the Maryland Homeowners Association Act and the Governing Documents.

ARTICLE IV - POWERS AND RESPONSIBILITIES

This committee is established for the purpose of reviewing the current AERC of the Waters Landing Association and advising the Board of needed and suggested changes. The committee may utilize any methods that it deems valuable to undertake its assignments, including (but not limited to) any of the following methods:

- a) Research of other HOA Architectural Guidelines
- b) State and County laws impacting Architectural Guidelines
- c) Interviews of experts and professionals with special knowledge of specific issues facing our homeowners, such as solar panels, electric vehicle charging stations, environmentally sound landscaping methods, etc.
- d) Evaluation of submitted Architectural requests to identify common trends
- e) Surveys to the community to gauge community interests.

The intention for this committee is to approve a new version of the Guidelines document to include any necessary updates. It may be necessary to reformat the entire document in order to better organize existing content as well as incorporate new content. It will be important to be able to distinguish between the existing content and to clearly identify new content.

ARTICLE V - MISCELLANEOUS

1. **Status Reports.** The Committee will regularly inform the Board or designated liaison(s) of their progress in a manner it deems necessary. Additionally, the officers will prepare a summary report of their progress and will deliver it to the Board of Directors at the monthly Board meeting. It is recommended that the committee communicate regularly with the Board liaison.
2. **Committee Output.** After each event, report to the Board feedback from attendees, budget actuals, and lessons learned.

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3. **Duration.** This committee shall continue until the Board has agreed, by majority vote, that it has completed its work and/or will be disbanded.

4. **Limitations on Authority.** Neither the Committee nor any of its members are authorized to obligate the Association in any financial or legal matter (including, but not limited to, contracting for services, borrowing money, purchasing equipment and supplies, or approving owner or third-party requests) on behalf of the Association. In the event of any conflict between this Charter and the Governing Documents, the latter shall prevail. The Committee members shall serve without compensation. The Committee's findings, conclusions and suggestions will be considered as advice and will not be binding on any party. The Board provides no guarantee that it or the AERC will adopt or follow the committee's advice or recommendations. This committee is hereby established this day by the Waters Landing Board of Directors

The effective date of this Charter shall be April 16, 2024.


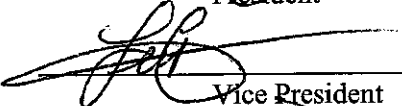
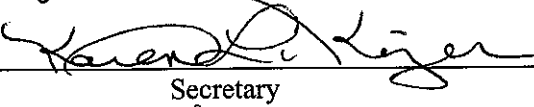

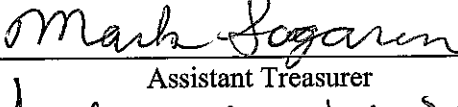
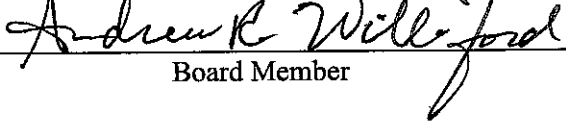
WATERS LANDING ASSOCIATION GUIDELINES REVIEW COMMITTEE

WATERS LANDING ASSOCIATION, INC.

RESOLUTION ACTION SHEET

Policy Resolution No.: 2024-04-01

Establishing a Charter for the Guidelines Review Committee

<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	
		President
<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	
		Vice President
<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	
		Secretary
<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	
		Treasurer
<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	
		Assistant Treasurer
<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	
		Board Member
<input type="checkbox"/> yes	<input type="checkbox"/> no	_____
		Board Member

Duly adopted by the WLA Board of Directors as of April 16, 2024.

ATTEST  _____

Date 4/16/2024