

WATERS LANDING ASSOCIATION, INC.

NEIGHBORHOOD AREA COUNCIL POLICIES AND PROCEDURES 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 to promote and encourage community activities and to strengthen and develop the vitality of the Community as a whole; and

WHEREAS, Article VI, Neighborhood Governance of the Bylaws of the Association empowers the Community to form and establish individual Neighbor Area Council ("NAC") whereby the Members in the Neighborhood may actively participate in the maintenance, upkeep of the common areas and make recommendations to the Board about budget needs, projects, and other ideas or concerns related to their Neighborhood as well as cooperate with other Association groups and Committees; and

WHEREAS, the Board has determined that it is in the best interest of the Association to foster the creation of new NAC groups within the Association, and is so doing have further determined that there is a need to create policies and procedures to facilitate the creation and operation of an NAC;

NOW THEREFORE, BE IT RESOLVED that the Board hereby establishes Neighborhood Area Council Policies and Resolutions which shall govern the process for forming and operating an NAC.

RESOLUTION ACTION SHEET

NAC POLICIES AND PROCEDURES

Date _____

7/25/2024

7/25/2024

Neighborhood Area Council Policies & Procedures

Table of Contents

Neighborhood Area Council Policies and Procedures.....	2
References.....	2
Description	2
Procedures	2
1. Establishing the NAC	2
2. Establishing the First NAC Meeting.....	3
3. Holding the First NAC Meeting.....	3
4. NAC Ballots	4
5. Additional NAC Meetings	4
6. Board Approval of NAC Proposals	5
7. NAC Budget	5
8. NAC Topics.....	5
Revision History.....	6
Appendix A – NAC Initial Meeting Letter Template	7
Appendix B – NAC Ballot Template	8
Appendix C – Association By-Laws – Article VII – NAC Summary.....	9
Section 1 – Area Council.....	9
Section 2 – Scope and Purpose of Neighborhood Council.....	9
Section 3 – Neighborhood Budget	9
Section 4 – By Laws & Regulations.....	9
Section 5 – Limitation of Power and Authority	9

Neighborhood Area Council Policies and Procedures

Neighborhood Area Council Policies and Procedures

References

1. By-Laws of Waters Landing Association, Inc., Article VII – Neighborhood Governance

Description

A group of members from any given neighborhood within Waters Landing Association (WLA) may come together for a determined purpose to establish a Neighborhood Area Council (NAC). The basic rules governing an NAC are established in Ref (a). As defined in Section 2 of the association By-Laws, an NAC shall have as its purposes:

- a. To identify a consensus of the needs and wishes of Members in the Neighborhood with respect to the maintenance and operation of Common Facilities and Neighborhood Facilities.
- b. The establishment of an annual budget for the operation of Neighborhood Facilities.
- c. To assist and cooperate with the Board of Directors and its Officers in the management and operation of the Neighborhood and the Association.
- d. Cooperation with other Areas in the selection of representatives to the Architectural and Environmental Review Committee (AERC).
- e. Cooperation with other Neighborhoods in the identification and encouragement of persons able to and interested in serving as Association Officers and Directors.

In accordance with Ref (a) section 4, neighborhoods may adopt By Laws and promulgate regulations, provided they are not inconsistent with the Association governing documents. The NAC is limited in its authority as it only reports and makes recommendations to the Waters Landing Association Board of Directors. Per Ref (a) Section 5, the Neighborhood Council shall not be deemed to have any of the powers or authority of the Board of Directors; it shall not have, of itself, the power or authority to create assessments; nor shall it have the capacity and authority to be sued or to sue.

Procedures

If any association member decides they want to establish an NAC, the following instructions will provide all the details for establishing and carrying out the business of the NAC.

1. Establishing the NAC

Ensure all the details are provided in order to ensure the NAC is established expeditiously.

1. The initiator shall establish the initial details for the proposed NAC.
 - a. **Define the reason** for wanting to establish the NAC, including:
 - i. Purpose – the intent or reason for establishing the NAC, identifying on from those listed above, further elaborating on the details.
 - ii. Scope – the combined objectives, requirements, and tasks needed to complete the project, including desired or expected outcomes.
 - b. **Draft a Notification Letter** using the template included in Appendix A, signing it when complete.

Neighborhood Area Council Policies and Procedures

- i. This is the letter that will be used to notify each member of the neighborhood of the establishment of the NAC, with its intended scope and purpose.
2. The initiator shall provide the initial details to the Association office for evaluation.
 - a. The submittal may be returned to the initiator, identifying any necessary corrections.
3. The Board of Directors must review and approve the details for establishing the NAC.
 - a. This will typically occur at the next available regularly scheduled Board meeting.
 - b. The submittal may be returned to the initiator, identifying any necessary corrections.

2. Establishing the First NAC Meeting

Once the board has approved the NAC, the first meeting must be scheduled, and the neighborhood notified in order to fully establish the NAC. All scheduled NAC meetings require a minimum of 6 days' notice to the neighborhood and may also be posted on the association website for public awareness.

1. The initiator shall work with the Association office to identify a date, time, location, and format for the initial NAC meeting.
 - a. It is recommended that this meeting be held in-person but may also be held over a remote conference call.
 - i. The office may identify times available in to reserve the Community Center.
 - ii. The office may establish a Zoom or other web teleconference service.
2. The Association Office shall include the finalized meeting details in the Notification Letter.
3. The office shall print copies of the finalized letter to provide to each member of the neighborhood announcing the establishment of the NAC and inviting them to the first meeting.
 - a. Notifications shall be sent to all members of the neighborhood, including unit owners and their tenants, if applicable.

3. Holding the First NAC Meeting

The first meeting is to establish council members and officers in accordance with Ref (a) Section 1 and discuss how the NAC would like to proceed moving forward. The first meeting should also start addressing any of the objectives as needed. Meeting minutes must be recorded for each meeting to include attendance, any major discussion points, and actions from the meeting. During this first meeting:

1. Members of the Neighborhood shall vote for council members.
 - a. The council shall be Comprised of not fewer than three (3) nor more than seven (7) persons residing in the Area and holding membership in the Association.
2. Members of the Neighborhood shall use a majority vote to establish terms for council members.
 - a. Council members shall be elected for a term of one year, or staggered terms, or other.
3. The Neighborhood Council shall elect a chairman, a vice chairman, and a secretary from its members.
 - a. The chairman shall be chief executive for the NAC and shall preside at all meetings of the Council.
 - b. The Vice Chairman shall take the place of the Chairman whenever the Chairman shall be absent or unable to vote.
 - c. The Secretary shall keep minutes of all meetings of the Neighborhood Council.
4. The Council shall proceed with the meeting, discussing the objectives of the NAC.
 - a. The council should establish the neighborhood desire for future activity.
 - b. The council shall identify next steps to attaining their target.

Neighborhood Area Council Policies and Procedures

NAC Meetings are open public meetings; however, active participation is limited to the members of the specific neighborhood for which that NAC serves. Unless recognized by the Chair, outside members may attend but cannot speak or otherwise participate in the NAC meetings.

4. NAC Ballots

Ballots are used in NAC deliberations to inform members of the neighborhood of a particular issue being addressed in an attempt to collect their input/feedback. Ballots shall be written in an impartial or unbiased manner, avoiding language that favors one side or another for any given topic. Please see Appendix B for a ballot template. NAC Ballots shall consist of the following information:

1. The NAC name and description (which streets are included)
2. A description of the issue to be addressed
3. The proposed solution or selection of options
4. Response Due Date
5. Method for providing a response (Physical Address or Email to the office)

The ballots shall include the following fields for residents to complete in order to provide feedback

1. Owner(s) names
2. Property Address
3. Non-Resident Address (if applicable)
4. Ability to select between any options being presented
5. Field to enter any relevant comments
6. Signature field
7. Signature Date

5. Additional NAC Meetings

The NAC may continue to meet in order to carry out the tasks to complete the objectives of the NAC. When the council is ready, ballots will be used to gather community feedback.

1. Members of the NAC may meet as often and frequently as desired in order to further the progress of the needs of the neighborhood.
2. When the Council is ready to propose a solution for the community issue, the NAC will draft an initial ballot to gauge the neighborhood's opinion of the proposed project.
3. The initial ballot shall be provided to the Association office for evaluation to ensure it is complete and impartial.
 - a. The office shall issue the ballot to all members of the neighborhood by mail.
 - b. The office shall collect all responses and consolidate them, providing them to the NAC Officers once the due date has passed.
4. Upon receipt of all of the responses to the initial ballots with the indicated votes, the NAC shall schedule a meeting to review and discuss the results.
5. After all discussions of the neighborhood responses, the NAC shall prepare a final ballot regarding the finalized proposal in order to get a vote from the neighborhood.
6. Similarly to step 3, the office will evaluate, prepare, and mail out ballots, then collect all responses and provide them to the NAC Officers after the Due Date.

Neighborhood Area Council Policies and Procedures

7. NAC Officers shall evaluate the final results to determine how to proceed.
 - a. There must be a minimum of 30% community participation in the final vote and more than 50% of the voting community must respond in favor of a proposed solution.
 - i. If the proposal received insufficient votes to pass, the NAC may continue to meet to try and resolve the issue.
8. NAC Officers shall work with the Association office to determine any next steps.
 - a. The office may help coordinate efforts to carry out the proposal.
 - b. The office may help obtain contractor bids, if necessary.

6. Board Approval of NAC Proposals

Any proposal which will have an impact to Association property, budget, or resources requires approval from the HOA Board of Directors.

1. NAC Officers shall prepare a presentation to provide to the board, including any details regarding the proposed option. The presentation should identify any details of the proposal, which may include:
 - a. Activity of NAC to get to the current proposal
 - b. Copies of the Ballots with a summary of the results
 - c. Maps of any affected areas
 - d. Pictures or drawings of proposed items to be included (signage, flowers, etc.)
 - e. Bids from contractors
 - f. Any item the NAC deems valuable to understand the proposal in order to vote
2. Once the presentation is ready, it shall be presented by the NAC Officers to the Board of Directors for final review and approval of the proposal.
 - a. The Board's decision will be made on a case-by-case basis, based on the merit of the proposal and weighted by the impact on the neighborhood, taking into account how many participated in the ballot, how many would be impacted, any increased costs, or other relevant factors.
3. Any approval or rejection may contain further direction for modifications or clarifications.

7. NAC Budget

For any projects being proposed by the NAC, there may be required funds to develop or maintain the implemented solution. In accordance with Ref (a) section 3, the Neighborhood Council shall adopt a Neighborhood Budget on an annual basis, following the initial budget determined by the Board of Directors.

Such budget shall reflect the cost of operating and maintaining the Neighborhood Facilities, as determined by the Neighborhood's Supplementary Declaration. The Council shall recommend the budget adopted to the Board of Directors which, in turn, shall determine the Neighborhood Assessments upon the basis of such budget.

8. NAC Topics

The purposes of an NAC are outlined in Ref (a) section 2, but are not comprehensive. Below is a list of potential items that an NAC may want to consider/address for their own neighborhood.

Neighborhood Area Council Policies and Procedures

- Parking
 - Assigned spaces, repaving or restriping community streets, space marking, fire lanes,
- Landscaping Aesthetic
 - Neighborhood entrance signs Community flower gardens, water erosion diversion
- Architectural Aesthetics
 - Updated color schemes, deck/patio details, fence styles
- Pest Control
 - Rat infestation, wildlife control
- Trash/Recycling issues
 - Bags left without bins, materials dumped on common ground,
- Crime and Safety concerns
 - Addressing any recurring situations, preventative measures
- Community Activities
 - Neighborhood Cleanups, Holiday Decorating and /or Recognition, block parties

Please feel free to contact the Association office (WLA@waterslanding.org, 301-972-3681) with any questions regarding the NAC process. We look forward to working with you and thank you for being an active part of your community.

Revision History

Date	Revision	Description	Owner	Author
25 July 2024	-	Initial Release	WLA BoD	L. Callicutt M. Sagarin

Neighborhood Area Council Policies and Procedures

Appendix A – NAC Initial Meeting Letter Template

Dear (Community Name) Neighbor,

This letter is an open invitation to all the residents in our community to come together to discuss our living environment in (Community Name).

As a resident of (Community Name) for # years, I have become aware of conditions within (Community Name) that need to be looked at and re-evaluated, as our community ages. I understand from speaking with some of my neighbors, I am not alone. Therefore, I believe it is time to come together and meet to discuss our community needs.

<<Insert your text regarding the reason you are asking your community to meet.>>

This meeting would be the initial meeting for the (Community Name) Neighborhood Advisory Council (NAC) process, which allows us to vote for improvements and changes to our community as a neighborhood. Initially, we can meet to informally get to know each other, and maybe come up with ideas for improving our community. Should this meeting result in a need for change, then with the help of the Waters Landing Association office, we can prepare the steps that would be needed for voting on an issue.

The first (Community Name) meeting is scheduled for:

Date & Time
Location Waters Landing Community Center
Web Dial-in details, if available

(My neighbors &) I look forward to meeting with other neighbors in (Community Name) at this time.

If you have any questions about this meeting before the scheduled date. Please feel free to contact me or the office staff (wla@waterslanding.org, 301-972-3681).

Sincerely,

Name
Address
Phone Number

Neighborhood Area Council Policies and Procedures

Appendix B – NAC Ballot Template

<Neighborhood>
Neighborhood Area Council (NAC)
Streets: <Street 1>, <Street 2>, <Street 3>, etc.

Return this ballot by:

To: WLA@waterslanding.org

or

Due Date:

Waters Landing Association, Inc.
20000 Father Hurley Boulevard
Germantown, MD 20874

Owner(s) Name(s):

Waters Landing Address:

Non-Resident Address (If Applicable):

_____ Yes, I approve of the X change to include X objects for x purpose

_____ No, I do not approve of the X change to include X objects for x purpose

Additional Comments:

Owner(s) Signatures(s):

Signature Dates(s)

Neighborhood Area Council Policies and Procedures

Appendix C – Association By-Laws – Article VII – NAC Summary

Section 1 – Area Council

- a. The Members of each Neighborhood shall elect a "Neighborhood Council"
 - a. Comprised of not fewer than three (3) nor more than seven (7) persons residing in the Area and holding membership in the Association.
 - b. Such persons shall be elected for a term of one (1) year, or such other term or staggered terms as the majority of persons in the Area shall determine by their vote.
 - c. The Neighborhood Council shall elect a chairman, a vice chairman and a secretary from its members.
 - i. The chairman shall be chief executive for the Area Council and shall preside at all meetings of the Council.
 - ii. The Vice Chairman shall take the place of the Chairman whenever the Chairman shall be absent or unable to vote.
 - iii. The Secretary shall keep minutes of all meetings of the Neighborhood Council.

Section 2 – Scope and Purpose of Neighborhood Council

- a. The Neighborhood Council shall have as its purposes:
 - a. The identification of the consensus of needs and wishes of Members in the Neighborhood with respect to the maintenance and operation of Common Facilities and Neighborhood Facilities
 - b. The establishment of an annual budget for the operation of Area Facilities
 - c. To assist and cooperate with the Board of Directors and its Officers in the management and operation of the Area and the Association
 - d. Cooperation with other Areas in the selection of representatives to the Architectural and Environmental Review Committee
 - e. Cooperation with other Neighborhoods in the identification and encouragement of persons able to and interested in serving as Association Officers and Directors.

Section 3 – Neighborhood Budget

- a. The Neighborhood Council shall adopt a Neighborhood Budget on an annual basis,
 - a. following the initial budget determined by the Board of Directors.
 - b. Such budget shall reflect the cost of operating and maintaining the Neighborhood Facilities, as determined by the Neighborhood's Supplementary Declaration.
 - c. The Council shall recommend the budget adopted to the Board of Directors which, in turn, shall determine the Neighborhood Assessments upon the basis of such budget.

Section 4 – By Laws & Regulations

- a. The Members in each Area may adopt By Laws and promulgate regulations from time to time
 - a. provided they are not inconsistent with these By Laws, the Declaration or the Supplementary Declaration.

Section 5 – Limitation of Power and Authority

- a. The Neighborhood Council shall not be deemed to have any of the powers or authority of the Board of Directors;
 - a. it shall not have, of itself, the power or authority to create assessments;
 - b. nor shall it have the capacity and authority to be sued or to sue.