MEADOWS AT MORRIS FARM COMMUNITY ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 6
(as amended on July 13, 2010)

POOL COMMITTEE CHARTER

WHEREAS, Article IV, Section 4.1 of the Bylaws states that "the Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things as are not required by the Act or the Association Documents to be exercised and done by the members" ; and

WHEREAS, Article 7, Section 7.2 of the Bylaws states that: "The Board of Directors may create and abolish from time to time . . . committees consisting of two (2) or more persons as the Board may deem appropriate to aid in the administration of the affairs of the Association. Such committees shall have the powers and duties fixed by resolution of the Board from time to time. The Board shall appoint the chair of each committee, and may either appoint the other members thereof or leave such appointment to the committee chair. The Board may also remove the chair or any member for any or no cause"; and

WHEREAS, the Board of Directors deems it desirable to establish a committee of homeowners to evaluate and make recommendations to the Board about the community pool facility and related rules and procedures;

NOW, THEREFORE, BE IT RESOLVED THAT a Pool Committee shall be established by the Board of Directors and that the following procedures for this committee be and are hereby adopted and implemented herewith:

A. <u>RESPONSIBILITIES</u>

The primary responsibilities of the Pool Committee (the "Committee") are:

1. To evaluate the policies and procedures of the pool facility and recommend revisions. In accomplishing this goal, the Board of Directors shall assign the Committee with tasks from time to time which may include, but not be limited to:

- Providing the Board of Directors with recommendations for revisions to the pool rules and procedures;
- Providing the Board of Directors with recommendations for improvements to the facility; and
- Providing volunteers to distribute pool passes to the community.

2. As may be requested by the Board of Directors, to advise the Board on issues relating to the formation and operation of a community swim team. In accomplishing this goal, the Board of Directors may assign the Committee with tasks from time to time that may include, but not be limited to, providing the Board with recommendations regarding:

- Start up cost of team;
- Formulation of governing documents of the team;
- Recommendation of volunteers/personnel for administration of the team;
- The annual budget for team
- Insurance considerations

B. ELIGIBILITY

Committee candidates and members shall be members of the Association in good standing who are residents of their Lot within the Meadows at Morris Farm community. For purposes of this Resolution, "good standing" shall be defined as (i) the absence of any liens, suspension of privileges, assessment delinquency (30+ days' past due), or pending legal action with Meadows at Morris Farm Community Association, and (ii) not currently in violation, or previously in violation within the past 60 days, of the Association Documents or Rules and Regulations as determined by the Board or applicable committee after notice and a hearing.

C. APPOINTMENT AND TERMS

At the first Board meeting of the year, the Board of Directors shall appoint between two (2) and five (5) Committee members to serve one year terms. Additional appointments will be made by the Board of Directors if vacancies occur.

The Board of Directors shall invite interested candidates to express their desire to serve on the Committee. Recruitment of candidates may be done through the newsletter, word of mouth, announcement at the annual meeting, or by any other means deemed appropriate by the Board. Interested Candidates may submit a written request for appointment to the Board including any personal or professional information which might assist the Board in the appointment process.

The Board of Directors may remove any Committee member at any time, with or without cause. If the Board of Directors determines that there is insufficient interest or participation in the Committee, or if the Committee is acting inconsistently with its Charter, the Board may disband the Committee until such time as the Board deems appropriate.

D. CHAIRPERSON AND ELECTION OF OFFICERS

In accordance with Article 7, Section 7.2 of the Bylaws, the Board shall appoint the chairperson of the Committee. Members of the Committee may make recommendations to the Board for the appointment of a Chairperson. The Committee shall, by majority vote, elect a Secretary who will be responsible for recording accurate minutes of the Committee's meeting and submitting them to the Board in a timely manner.

The Chair, or his or her designee, shall be responsible for chairing the meetings of the Committee and for acting as the Committee's liaison with the Board and the Association's management agent ("Managing Agent"). In the interest of ensuring strong communications between the Board and the Committee, it is expected that the Committee Chair, or his or her designee, will attend each regularly scheduled meeting of the Board of Directors or submit a written report for inclusion in the Board Meeting's agenda packet. The Committee Chair will forward any Committee recommendations and/or reports to the Managing Agent at least two weeks before the next regularly scheduled Board meeting for inclusion in the Board meeting packet. At Board meetings, the Committee Chairperson (or his or designee) will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board as needed and answer any questions the Board may have regarding Committee assignments. The Board may require additional information from the Committee before a decision is by the Board, and if deemed necessary, may authorize a member of the Board to be responsible for additional follow-up actions identified by the Board, such as additional research, that are needed between meetings. If action is needed between Board meetings, the Managing Agent shall act as the point-of-contact between the Chairperson and the Board (or authorized Board member).

If a member of the Committee other than the Chairperson brings an issue or recommendation to the attention of the Board, a Board member or Managing Agent (other than complaints about the Chairperson's performance), then that member will be re-directed to the Chairperson, who will be responsible for bringing the matter to the full Committee's attention and, if applicable, for presenting the matter to the Board as oultlined above.

E. MEETINGS

Committee meetings shall be held on an as-needed basis in a location in or near the community (which is large enough to accommodate the average or anticipated number of attendees). All committee meetings shall be open to the Association membership. In order for the membership to be reasonably informed of

Committee meetings, the Committee Chairperson shall coordinate scheduling through the Association's management agent and ensure that notice of all meetings of the Committee is published to the community in accordance with Association policy in a manner reasonably calculated to be available to a majority of the Association's members. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee Chairperson shall notify the management agent at the earliest possible time so that the membership can be reasonably notified. The Committee Chair shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings and ensuring that notice of the rescheduled meeting is published to the Association members as described above. The Committee Chair shall designate a limited time period on each meeting agenda for homeowner input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. A majority vote of members present at the meeting shall constitute a decision of the Committee.

All committee meetings shall be conducted in accordance with the Virginia Property Owners' Association Act (Va. Code Sec. 55-510.1).

When a Committee member attends a Committee meeting involving an issue directly related to that member's Lot or conduct (or the conduct of his/her family members, guests, tenants, etc.), that Committee member shall (i) prior to discussing that issue during the meeting, announce that his/her comments are being made in an individual capacity rather than as a Committee member, (ii) act in a manner so as to not exert, or appear to exert, undue or improper influence over the Committee related to that issue, and (iii) recuse him/herself from Committee deliberations and votes related to that issue.

F. BOARD MEMBERS' RESPONSIBILITIES

The Association's Board members shall adhere to the procedures noted above in their communications or interactions with the Committee or its members. Further, Board members shall not discuss, divulge, interpret or attempt to interpret the Board's actions or decisions with, to or for the Committee or the Committee's members, except to the extent specifically authorized by the Board.

When a Board member attends a Committee meeting involving an issue directly related to that Board member's Lot or conduct (or the conduct of his/her family members, guests, tenants, etc.), that Board member shall, at the beginning of the meeting, announce that he/she is attending in his/her individual capacity rather than as a Board member, and shall act in a manner so as to not exert, or appear to exert, undue or improper influence over the Committee.

G. DEFINITIONS

Except where otherwise defined in this Resolution, all capitalized terms shall have the meanings specified for those terms in the Association's Declaration, as recorded in the County's land records.

MEADOWS AT MORRIS FARM COMMUNITY ASSOCIATION

RESOLUTIONS ACTION RECORD

Resolution Type Administrative No. 6(as amended)

Pertaining to: Pool Committee Charter

Duly adopted at a meeting of the Board of Directors of the Meadows at Morris Farm Community Association, held ______________________.

Motion by: ____________________________ Seconded by: ____________________________

DIRECTOR	TITLE	YES	NO	ABSTAIN	ABSENT
	President/Director				
	Vice President/Director				
	Secretary/Treasurer/Director				
	Director				
	Director				

ATTEST:

____ ____________________

Secretary Date

Resolution Effective Date: ____

FILE:
Book of Minutes – FY10