

QUEEN'S LANDING COUNCIL OF UNIT OWNERS

GUIDANCE AND OPERATIONS OF COMMITTEES

BY

RESOLUTION OF THE BOARD OF DIRECTORS

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GUIDANCE AND OPERATIONS OF
COMMITTEES AND
ASSIGNMENTS AND OPERATIONS OF COMMITTEE CHAIRS

GIVEN THAT, Article 3, Section 3.1 of the By-laws provides that, “.....The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Council and the Condominium and may do all such acts and things as are not by the Act of the Condominium Instruments required to be exercised and done by the vote of the Council.....”; and

GIVEN THAT, it is in the interest of the Unit Owners of the Association to have committees whose purpose is to assist the Board in the review of policy and provide recommendations to the Board on issues of interest to the Board of Directors; and

GIVEN THAT, it is in the interest of the Unit Owners of the Association and the Board of Directors to assign Board Members as Committee Chairs, or Board Liaisons to Association Committees. In this capacity, their purpose is to represent the Board on various committees, serve on the committees, and provide committees' input to the Board during Board meetings.

NOW, THEREFORE, the Board of Directors resolves that the following rules and regulations be adopted for the guidance and operation of committees and Board assigned liaison persons.

ARTICLE ONE

GENERAL COMMITTEE GUIDANCE

1.1 Establishing Committees and Committee Chairs by Board of Directors:

The Board of Directors shall establish committees for the purpose of carrying out the business of the Association. The Board President shall appoint a Board Member as the Committee Chair for such established committees, subject to review by the Board Members present and acceptance by the selected Board Member. Committees shall be established and Committee Chairs appointed at the beginning of each new Board year and established as needed throughout the Board year.

Ideally, each Board member shall lead at least one active committee, and serve on one, preferably two, additional less active committees.

1.2 Types of Committees:

Committees established by the Board of Directors shall be either Standing Committees or Ad Hoc Committees.

Standing Committees shall be established for the purpose of transacting the regular long-term business of the Association. Standing Committees shall serve indefinitely in an on-going capacity until dissolved by the action of the Board of Directors.

Standing Committees will be comprised of the annually appointed Committee Chair, and Unit Owners (or Non-Owner Residents, for selected Committees) as members, to develop, plan, and implement actions and programs in concert with the Board of Directors as described in the Charter for each committee contained herein.

Ad Hoc Committees shall be activated or formed for special purposes. When the purpose has been completed, the committee shall automatically be de-activated or dissolved.

All committees established by the Board of Directors shall be deemed to be Ad Hoc Committees unless expressly designated as a Standing Committee by the Board of Directors.

Subcommittees may be formed or activated within a Standing Committee by the Committee Chairperson, subject to the approval of the Board President, when consistent with the duties of said standing committee.

1.3 Appointment of Committee Members:

The Committee Chair, with the consent of the Board President, shall appoint committee members. Should there be disagreement between the President and the Committee Chair, the matter shall be referred to all members of the Board to vote on the Committee membership. Committee members shall be selected from a collection of volunteer Unit Owners and Non-Owner Residents, as provided in the individual charters, within the community. Ideally, each committee should have at least three non-Board individuals as members.

The President shall serve as an ex officio member of all Committees and Subcommittees.

Non-Owner Residents may join the Communications Committee, the Social Committee, the Landscape Subcommittee, and the Recreational Facilities Subcommittee, as non-voting members.

1.4 Removal of The Board assigned Committee Chair, Liaison Person or Committee Members, Vacancies In Office, Resignations:

The Board assigned Committee Chair, or Liaison Person may be removed and or resign in accordance with the procedure established by the Bylaws of the Association. Any committee member may be removed with or without cause by the Committee Chairperson, subject to the approval of the Board President. The Committee Chairperson may also declare a committee position vacant due to repeated or unexcused absences of a member or for his or her failure to assume his or her duties of the position. Any committee member may resign at any time by giving written notice to the Committee Chairperson. Such resignation shall take effect on the day of the receipt of such notice or at any later time specified therein; the acceptance of such resignation shall not be necessary to make it effective.

1.5 Committee Officers:

The Board appointed Committee Chair must be a Board member, except in the case of the Landscape Subcommittee and the Recreational Facilities Subcommittee. Should that be the case, that Subcommittee will need to have at least one Board member, as member and Board Liaison, to report to the Board.

The chairperson will appoint a member who will assume responsibilities of the chair in his or her absence so as to fulfill the responsibilities of the Committee as charged. At the first regularly called meeting, the committee members shall choose from among the committee membership a reporting secretary who will take the minutes of the committee meeting. The same person may serve as chairperson and secretary on the same committee.

1.6 Quorum, Voting:

The majority of the Unit Owners of the committee present at the meeting or by teleconference or other electronic means shall constitute a quorum for the transaction of business. Every act or decision done or made by majority vote of the Unit Owners present at duly held meeting at which a quorum is present or by majority vote by teleconference or other electronic means, e.g. email, shall be regarded as an action of the Committee. No voting member of the Committee can sign a proxy to another member of the Association to act or vote on behalf of the member in any meeting of the Committees.

1.7 Responsibilities with Respect to Association Funds:

No committee of the Association may spend, commit or encumber the funds of the Association in excess of amounts budgeted by the Board without express written authorization of the Board of Directors. Any funds received by the committee from any source shall be deemed the funds of the Association and shall be promptly deposited with the Office of the Managing Agent. All expenditures of Association funds shall be evidenced by appropriate receipts.

1.8 Responsibilities with Respect to Association Property and Records:

All papers, records, files, supplies, equipment and property acquired by Association Committees, whether obtained by gift or purchase, belong to the Association. At the end of the chairperson's term, all property held by the chairperson, including records and files, shall be delivered to his/her successor, to the Managing Agent, or Board Secretary or Board Treasurer as appropriate.

The Committee Chair shall maintain all applicable records of official committee activities in coordination with the Managing Agent.

1.9 Roster of Committee:

The Board Secretary shall maintain a current roster of all Association Committee Chairpersons. The roster will be provided to the Managing Agent and all members of the Board of Directors.

ARTICLE TWO

GENERAL DUTIES AND RESPONSIBILITIES OF COMMITTEES:

2.1 Meetings:

Standing Committees shall meet as often as necessary to complete their assigned tasks and/or responsibilities, but no less than once per year. The Standing Committee Chair shall report their actions, recommendations, and motions to the Board of Directors at each meeting scheduled by the Board of Directors as appropriate. Sub-Committees shall report directly to the Standing Committee to which they are assigned.

Ad Hoc Committees shall meet as often as necessary to complete their assigned tasks and/or responsibilities. The active Ad Hoc Committee Chair shall report their actions, recommendations, and motions to the Board of Directors at the next meeting of the Board of Directors.

All meetings, unless qualified as Closed Meetings per MCA 11-109.1, shall be open to the Unit Owners of the Association.

The Committee Chair shall notify the Managing Agent in enough advance of the date and time of all committee meetings so that the Association Unit Owners can be notified at least five calendar days in advance, to meet the public meeting requirement. Only emergency meetings or MCA allowed Executive Session meetings are excluded.

2.2 Minutes:

The Committee Chair or Board Liaison's report to the Board during the Board's scheduled meeting will be filed as part of the Board minutes.

2.3 Term of Office:

All members of the standing committees shall serve one (1) year terms, which shall expire at the close of the next Annual Meeting of the Unit Owners of the Association, unless the Board extends their terms. The exception to this is the Covenants committee; consisting of three (3) to five (5) members appointed by the Board of Directors, each to serve for a term of two (2) years, per Section 3.18 of the Queen's Landing Bylaws.

2.4 Rules:

The standing committees shall not adopt rules and procedures to guide the conduct of their affairs without the review and approval by the Board of Directors.

2.5 Vacancies:

Vacancies shall exist when a member of the committee resigns. The Committee Chairperson, at his/her discretion declare a committee position vacant due to repeated or unexcused absences of a member or for his or her failure to assume his or her duties of the position subject to Section 1.4 above. The chairperson of the committee shall notify the Board and Managing Agent of all such vacancies. At the request of the chairperson, the Managing Agent may publish vacancies and desired qualifications.

2.6 Organization of Committees

The goal of each Committee is to have, in addition to Board members, at least three (3) Unit Owners or Non-Owner Residents. If three Unit Owners or Non-Owner Residents cannot be obtained, subject to approval by the Board President, the committee can function with fewer than three Unit Owners or Non-Owner Residents. All Committees shall comply with the rules set forth in this document (Guidance and Operations of Committees).

Non-Owner Residents may join the Communications Committee, the Landscape Subcommittee, the Recreational Facilities Subcommittee, and the Social Committee as non-voting members.

STANDING COMMITTEE CHARTERS

FINANCIAL MANAGEMENT

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to supervise the financial management of the Association; and,

WHEREAS, the Board of Directors within its authority has the responsibility to establish such committees and charge those committees with duties and responsibilities;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors, does establish by resolution a STANDING COMMITTEE chartered as the Financial Management Committee. The Purpose, Responsibilities, and Organization of the Committee are set forth herein:

PURPOSE – FINANCIAL MANAGEMENT COMMITTEE

To assist the Board of Directors in development, oversight and maintenance of the Association financial affairs.

RESPONSIBILITIES – FINANCIAL MANAGEMENT COMMITTEE

The Committee shall:

.....provide monthly reports and analysis to the Board on the financial results of the Association to include balance sheet highlights compared to year prior, summary income/expense variance from year-to-date budget, and YTD reserve fund activity.

.....ensure real-time income and expense activity access to budget managers – maintenance, landscape, social, etc.

.....be responsible for periodically reviewing the fiscal administration operating procedures and to make recommendations to the Board of Directors.

.....be responsible for oversight of the banking relationships of the Association's funds.

.....be responsible for, in cooperation with the Managing Agent, the development of the "Proposed Annual Budget"; and shall have the authority to review all budget proposals and fund transfers proposed by other committees or Unit Owners of the Association and the Board of Directors. Said review is limited to recommendations to the Board of Directors and the Unit

Owners. Final budget approval is vested in the Board of Directors.

.....review proposals from Certified Public Accountants for the preparation of the Association's Annual Audit. The Committee shall make recommendation to the Board for the selection of the auditor based upon generally accepted business practices.

.....review the draft and final Annual Audit Reports and any related management and representation letters submitted by the auditor and make recommendations to the Board as to the appropriate action required.

.....prepare reports of the committee's actions, motions, and recommendations so that the Committee Chair can present such reports to the Board of Directors at the next Board meeting.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee, and submit them to the Communications Committee Chair.

ORGANIZATION – FINANCIAL MANAGEMENT COMMITTEE

The Committee shall:

..... unless otherwise approved by the Board of Directors, consist of the Board Treasurer, who may serve as Chairperson, one additional Board member, and at least three (3) additional Unit Owners. One member of this Committee should also serve on the Maintenance Committee.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the Committee chairperson or his/her alternate attends all of this Committee's Meetings, and all Board of Directors Meetings.

.....comply with the Board of Directors Resolutions and the current version of the Guidance and Operation of Committees.

RESERVE

SUBCOMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

RESPONSIBILITIES – RESERVE SUBCOMMITTEE

The Subcommittee shall:

...timely conduct a search for a qualified reserve study professional to be recommended to the Financial Management Committee and the Board as required by the Maryland Condominium Act Section 11-109.4;

...facilitate the timely conduct of the required reserve study, and disseminate the draft reserve study report for review, input and for questions and clarifications if any, to the Financial Management Committee, the Long Range Planning Committee, the Maintenance Committee, as well as to the full Board of Directors at least 3 weeks in advance of any final Board vote to accept the study, or as directed by the Board President;

...develop a reserve funding plan to recommend to the Financial Management Committee and the Board of Directors with input from the officers of the Board, the chairs of the Financial Management Committee, Long Range Planning Committee, and the Maintenance Committee;

...track the on-going reserve plan use to ensure that money is available at appropriate times and recommend to the Financial Management Committee any necessary adjustments to recommend to the Board.

...prepare reports of the committee's actions, motions, and recommendations so that the Committee Chair can present such reports to the Board of Directors at the next Board meeting.

...prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee, and submit them to the Communications Committee Chair.

ORGANIZATION – RESERVE SUBCOMMITTEE

The Subcommittee shall:

..... unless otherwise approved by the Board of Directors, consist of two Board members, one of whom shall serve as Chairperson, and at least three (3) additional Unit Owners. At least one member of the Reserve Subcommittee shall be a member of the Financial Management Committee.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

....ensure that the Committee chairperson or his/her alternate attends all of this Committee's Meetings and Board of Directors Meetings as appropriate.

.... comply with Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

INVESTMENT MANAGEMENT

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, The Board shall place investment assets with a qualified external professional Investment Manager, which demonstrates competence in each asset class utilized;

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to supervise and monitor the management of the Association investments; and,

WHEREAS, the Board of Directors within its authority has the responsibility to establish such committees and charge those committees with duties and responsibilities;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors, does establish by resolution a STANDING COMMITTEE chartered as the Investment Management Committee. The Purpose, Responsibilities, and Organization of the Committee are set forth herein:

PURPOSE – INVESTMENT MANAGEMENT COMMITTEE

To assist the Board of Directors in oversight of the Association investments.

RESPONSIBILITIES – INVESTMENT MANAGEMENT COMMITTEE

The Committee shall:

.....Recommend to the Board of Directors the hiring, retention, and dismissal of investment managers, fiscal agents and other investment advisors.

.....Develop and recommend to the Board an investment policy to include:

- Objectives of each Fund
- Permissible Investments
- Prohibited Investments
- Asset Allocation ranges and targets
- Rebalancing, authority and timing
- Investment Monitoring and Review
- Compliance and Reporting.

.....regularly review the investment portfolio to ensure compliance with this policy and to assess the performance of individual investments.

.....report to the Board of Directors on a semi-annual basis, or more frequently if deemed necessary, providing updates on the status of the investment portfolio and any recommended changes to the investment strategy.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee, and submit them to the Communications Committee Chair.

ORGANIZATION – INVESTMENT MANAGEMENT COMMITTEE

The Committee shall:

..... unless otherwise approved by the Board of Directors, consist of one Board member who will serve as Chairperson, one additional Board member, and at least three (3) additional Unit Owners with experience in investment management.

.....meet at least semi-annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the Committee chairperson or his/her alternate attends all of this Committee's Meetings, and all Board of Directors Meetings.

.....comply with the Board of Directors Resolutions and the current version of the Guidance and Operation of Committees.

COVENANTS

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to assist in the development of rules, policies and standards of the community, to maintain the visual harmony of the community, and to manage the activities of the community; and,

WHEREAS, the Board of Directors within its authority has the responsibility to establish such committees and charge those committees with duties and responsibilities,

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Covenants Committee. The Purpose, Responsibilities, and Organization of the Committee are set forth herein:

PURPOSE – COVENANTS COMMITTEE

To assist the Board of Directors in development, oversight and enforcement of the Declaration, Bylaws, Rules & Regulations and Policies that control the design, appearance, use and enjoyment of the community.

RESPONSIBILITIES – COVENANTS COMMITTEE

The Committee shall:

.....regulate the external design, appearance, and use of the Common and Limited Common Elements.

.....evaluate unit owner's requests for change through the use of the Architectural Change Request (ACR) form in accordance with current Policies and Rules and Regulations.

.....impose reasonable fees and costs for required reports, analyses or consultations in connection with changes proposed by a unit owner when permitted.

.....oversee and monitor a log of violations and a tracking system maintained on the portal by the Managing Agent that ensures a timely and just solution of violations.

.....enforce the provisions of the Maryland Condominium Act, Condominium Instruments, Rules and Regulations and resolutions of the Board of Directors pursuant to the fines procedures as outlined in Subsection 9.1(g) of the By-laws.

.....provide interpretations of the Condominium Instruments, Rules and Regulations, and resolutions of the Board of Directors when requested by a unit owner or the Board of Directors.

.....periodically activate the Documentation and Rule and Regulations Subcommittee to review the Declaration, By-laws, Resolutions and Policies, and Rules and Regulations to ensure that they are accurate, current, meet the needs of the community, and adhere to the Maryland Condominium Act as amended and governing documents of the Association.

.....prepare reports of the committee's actions, motions, and recommendations so the Committee Chair can present such reports to the Board of Directors at the next Board meeting.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the Covenants Committee, and submit them to the Communications Committee Chair.

ORGANIZATION – COVENANTS COMMITTEE

The Committee shall:

..... unless otherwise approved by the Board of Directors, consist of five (5) Unit Owners: at least one of whom shall be a Board member to serve as Chairperson and at least three (3) Unit Owners who are not members of the Board. The By-laws, Section 3.18(a), specify membership of three to five members appointed by the Board of Directors, each to serve for a term of two years.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the Committee chairperson or his/her alternate attends all of this Committee's Meetings and all Board of Directors Meetings

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

MAINTENANCE

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, It is in the best interest of the owners and the Association to have a committee to plan, manage and review the operation of and assist in the development of policies and standards for the operation and maintenance of the buildings and, grounds, landscaping and recreational facilities; and,

WHEREAS, The Board of Directors within its authority has the responsibility to establish such committees and charge those committees with duties and responsibilities;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Maintenance Committee. The Purpose, Responsibilities and Organization of the Committee are set forth herein:

PURPOSE

To assist the Board of Directors in development, oversight and maintenance of plans and procedures that will maintain the buildings, structures, grounds, landscaping and recreational facilities of Queen's Landing.

RESPONSIBILITIES - MAINTENANCE COMMITTEE

The Committee shall:

.....be responsible for routine review of the maintenance of the Association's common properties, consisting of walkways, roads, common area lighting, Association recreational facilities, the Clubhouse, the Maintenance Building and the exterior portions of the private homes; more specifically, the roofs, deck, stucco exterior, paint, doors, fences and properties maintained by the Association other than the landscaping and appurtenant landscaping facilities.

.....oversee and monitor a Maintenance Work Order list maintained by the Managing Agent to ensure timely response to requests submitted by homeowners.

.....ensure homeowners who have filed maintenance requests are updated periodically on the status of their requests.

.....review, in cooperation with the Managing Agent, specifications and bids for contracted work and make recommendations to the Board of Directors for approval.

.....inspect common area and elements for work performed; note problems, suggest action and corrections to the Management Agent.

.....provide recommendations to the Board on policy and procedures for handling Unit Owner complaints and maintenance requests.

.....annually prepare a program of expected maintenance, within its scope of operations, and present this program to the Financial Management Committee and the Board of Directors for approval.

.....annually prepare budget requests and spending plans; and submit them to the Financial Management Committee Chair.

.....prepare reports of the committee's actions, motions and recommendations so that the Committee Chair can present such reports to the Board of Directors at the next Board meeting.

....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee, and submit them to the Communications Committee Chair.

ORGANIZATION - MAINTENANCE COMMITTEE

The Committee shall:

..... unless otherwise approved by the Board of Directors, consist of two Board members, one of whom shall serve as Chairperson, and at least three (3) additional Unit Owners. One member of the Financial Management Committee should serve on the Maintenance Committee.

.....meet at least annually; however shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the Committee chairperson or his/her alternate attends all maintenance coordination meetings with the Managing Agent, all of this Committee's Meetings, and all Board of Directors Meetings.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

LANDSCAPING & GROUNDS

SUBCOMMITTEE CHARTER

RESPONSIBILITIES – LANDSCAPING & GROUNDS SUBCOMMITTEE

The Subcommittee shall:

.....on an ongoing basis monitor the performance of the landscape contractor for quality of work performed and adherence to the contract requirements and standards, and work with the landscape contractor to resolve any such deficiencies.

.....investigate complaints and concerns of Unit Owners that pertain to the landscape and grounds maintenance and appearance, and work closely with the landscape contractor to resolve all such matters as needed.

.....review requests from Unit Owners for additions, alterations, or removal of landscaping to include; shrubs, trees, garden areas, and lawns, and make recommendations on all such requests to the Maintenance Committee as to how to resolve all such requests.

.....maintain and update the list of acceptable plantings.

.....review all landscape maintenance standards, specifications, landscape contracts and contractors and prepare a report to the Maintenance Committee concerning findings and recommendations derived from all such reviews.

.....review, specifications and bids for contracted landscape and grounds work, and make recommendations to the Maintenance Committee as to which contractor should be approved.

.....prepare annual budget requests and submit them to the Maintenance Committee for inclusion in its budget.

.....prepare reports of the Subcommittee's actions, motions, and recommendations so the Subcommittee Chair can present such reports to Maintenance Committee at its meetings.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the sub-committee, and submit them to the Maintenance Committee for incorporation in its submission to the Communications Committee Chair.

ORGANIZATION– LANDSCAPING & GROUNDS SUBCOMMITTEE

The Subcommittee shall:

..... unless otherwise approved by the Board of Directors, consist of at least four (4) Unit Owners: at least one of whom shall be a Board member and at least three (3) Unit Owners who are not members of the Board. A Board member shall serve as Board Liaison, but is not required to be Chair of the Subcommittee. Non-Owner Residents are welcome to join this Subcommittee as non-voting members.

.....be represented by its Chairperson or other member of the Subcommittee at each scheduled Maintenance Committee meeting to ensure cross communication and coordination.

.....ensure that the Subcommittee Board Liaison or his/her alternate attends all of this Subcommittee's Meetings, and all Board of Directors Meetings.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

RECREATIONAL FACILITIES

SUBCOMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

RESPONSIBILITIES – RECREATIONAL FACILITIES SUBCOMMITTEE

The Subcommittee shall:

.....develop and review guidelines for the general operation of the clubhouse, the pool, courts, kayak put-in and other recreational facilities of the Community in order to maximize the value of the Community to the lives of its residents and recommend them to the Board of Directors in cooperation with the Managing Agent

.....investigate complaints and concerns of Unit Owners that pertain to the recreational facilities, and work closely with the Maintenance Committee to resolve all such matters as needed.

.....review, specifications and bids for contracted work on the recreational facilities, and make recommendations to the Maintenance Committee as to which contractor should be approved.

.....prepare annual budget requests and submit them to the Maintenance Committee for inclusion in its budget.

.....prepare reports of the Subcommittee's actions, motions, and recommendations so the Subcommittee Chair can present such reports to Maintenance Committee at its meetings.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the sub-committee, and submit them to the Maintenance Committee for incorporation in its submission to the Communications Committee Chair.

ORGANIZATION– RECREATIONAL FACILITIES SUBCOMMITTEE

The Subcommittee shall:

..... unless otherwise approved by the Board of Directors, consist of at least four (4) Unit Owners: at least one of whom shall be a Board member and at least three (3) Unit Owners who are not members of the Board. A Board member shall serve as Board Liaison, but is not required to be Chair of the Committee. Non-Owner Residents are welcome to join this Subcommittee as non-voting members.

.....be represented by its Chairperson or other member of the Subcommittee at each scheduled Maintenance Committee meeting to ensure cross communication and coordination.

.....ensure that the Subcommittee Board Liaison or his/her alternate attends all of this Subcommittee's Meetings, and all Board of Directors Meetings.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

SOCIAL

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to maximize the benefits of the community events to all residents of the community; and,

WHEREAS, the Board of Directors, within its authority, has the responsibility to establish such committees and charge those committees with duties and responsibilities,

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Social Committee. The Purpose, Responsibilities and Organization of the Committee are set forth herein:

PURPOSE

To assist the Board of Directors in the development of social events utilizing the recreational facilities of the Community and to encourage community participation by all Unit Owners, Residents and Tenants in the Association social affairs..

RESPONSIBILITIES – SOCIAL COMMITTEE

The Committee shall:

.....be responsible for planning social events, soliciting volunteers to assist in those events, publicizing those events around the community, and carrying out those events.

.....prepare annual budget requests and submit them to the Financial Management Committee Chair.

.....prepare reports of the committee's actions, motions, and recommendations so the Committee Chair can present such reports to the Board of Directors at the next Board meeting.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the Committee, and submit them to the Communications Committee Chair.

ORGANIZATION – SOCIAL COMMITTEE

The Committee shall:

..... unless otherwise approved by the Board of Directors, consist of at least four (4) Unit Owners: at least one of whom shall be a Board member to serve as Chairperson and at least three (3) Unit Owners who are not members of the Board. Non-Owner Residents are welcome to join this Committee as non-voting members.

.....meet at least annually; as well as in advance of each social event, and otherwise as often as necessary to complete its assigned responsibilities.

.....ensure that the committee chairperson or his/her alternate attends all of this Committee's Meetings and all Board of Directors Meetings.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

COMMUNICATIONS

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to plan, manage, and review the Communications and marketing efforts of the Association, including the newsletters, website, broadcast messages, and communications programs; and,

WHEREAS, the Board of Directors within its authority has the responsibility to establish such committees and charge those committees with duties and responsibilities,

NOW, THEREFORE, LET IT BE RESOLVED that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Communications Committee. The Purpose, Responsibilities and Organization of the committee are set forth herein:

PURPOSE – COMMUNICATIONS COMMITTEE

To assist the Board of Directors in branding the Association and the development, oversight and maintenance of policies and procedures that provide pertinent information about the Queen's Landing community, including maintenance, restoration and safety related issues, social events, and other community news of interest to members of the Council of Unit Owners as well as potential residents and the community at large..

RESPONSIBILITIES – COMMUNICATIONS COMMITTEE

The committee shall:

.....work closely with newsletter and website publisher and technician contractors for all scheduled and unscheduled community communications.

.....approve all articles prior to production of the Newsletter and postings on the Website, and submit the final Newsletter draft to the entire Board for approval.

.....monitor all publications and website postings for completeness, accuracy, and consistency with Association Publication Policy, except those web postings designated to the Covenants Documentation Subcommittee in that charter.

.....prepare annual budget requests and submit them to the Financial Management Committee.

.....prepare reports of the committee's actions, motions and recommendations so that the Committee Chair can present such reports to the Board of Directors at the next board meeting.

.....prepare articles for the community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee, and publish them in the appropriate channels.

ORGANIZATION – COMMUNICATIONS COMMITTEE

The Committee shall:

..... unless otherwise approved by the Board of Directors, consist of at least four (4) Unit Owners: at least one of whom shall be a Board member to serve as Chairperson and at least three (3) Unit Owners who are not members of the Board. Non-Owner Residents are welcome to join this Committee as non-voting members.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the committee chairperson or his/her alternate attends all of this committee's meetings and Board of Directors Meetings as appropriate.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

LONG RANGE VISION AND PLANNING

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to assist in the development of long range plans, policies, and standards for the operation and maintenance of the Community; and,

WHEREAS, the Board of Directors within its authority has the responsibility to establish such committees and charge those committees with duties and responsibilities,

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Long Range Vision and Planning Committee. The Purpose Responsibilities and Organization of the committee are set forth herein:

PURPOSE - LONG RANGE VISION AND PLANNING COMMITTEE

To assist the Board of Directors in the analysis of issues which impact the long range vision of general welfare of the community.

RESPONSIBILITIES - LONG RANGE VISION AND PLANNING COMMITTEE

The Committee shall:

.....review and respond to questions presented by the Board of Directors pertaining to issues that affect the long range general interest and welfare of the Association.

.....initiate review of and present to the Board of Directors additions and alterations to community assets and how community facilities might look and function in the future.

.....address long range issues as assigned by the Board of Directors and make recommendations as appropriate.

.....develop strategic long range plans for issues that affect the general interest and welfare of the Association.

.....develop, maintain, and update long range plans and projects for the Association in coordination the Financial Management Committee and the Maintenance Committee. This shall include full replacement of existing facilities as well as additions of new assets and amenities.

.....prepare reports of the committee's actions, recommendations and motions, so that the Committee Chair can present such reports to the Board of Directors at the next Board meetings as required.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee, and submit them to the Communications Committee Chair.

ORGANIZATION - LONG RANGE VISION AND PLANNING COMMITTEE

The Committee shall:

..... unless otherwise approved by the Board of Directors, consist of at least four (4) Unit Owners: at least one of whom shall be a Board member to serve as Chairperson and at least three (3) Unit Owners who are not members of the Board.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the Committee chairperson or his/her alternate attends all of this committee's meetings and Board of Directors Meetings as appropriate.

.... comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

MARINA EXECUTIVE COMMITTEE
also known as the
BOARD OF QUEEN'S LANDING COMMUNITY MARINA LLC

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, the Declaration for Queen's Landing, a Condominium, established the "Condominium" containing primarily residential units and "Common Elements" but also one (1) Boat Slip Unit ("Boat Slip Unit") with its own "Limited Common Elements" as shown on the Plat recorded in the Land Records of Queen Anne's County ("Land Records") in Plat Book 6, page 44; and the Declaration also established the Queen's Landing Council of Unit Owners, Inc. (the "QLCUO") comprised of owners of the units to manage and operate the Condominium;

WHEREAS, the Queen's Landing developer's lender subdivided the Boat Slip Unit and walking path from Queen's Landing and sold it to a private owner and Queen's Landing resident, who operated the marina and leased slips.

WHEREAS, in 2009 the private owner offered the Boat Slip Unit marina to Queen's Landing in a transaction whereby the Boat Slip Unit marina would transfer to a new owner and ownership of the individual slips ultimately would be retained by the then current owner.

WHEREAS, on or about December 2, 2009, Queen's Landing Community Marina, LLC ("QLCM") was formed by QLCUO with QLCUO as the sole member, to take title to the Boat Slip Unit and its Limited Common Elements;

WHEREAS, on or about December 18, 2009, the Boat Slip Unit and its Limited Common Elements, which include bulkheading, which was constructed prior to the construction of the marina, and which benefits the residential units and Common Elements of the Condominium was deeded to QLCM, and QLCM subjected them to a declaration that subdivided the Boat Slip Unit into 63 Units under the Maryland Condominium Act, Section 11-107(d) granting exclusive rights of use of 62 designated boat slips to unit owners in QLCUO and the Kent Island Fire Department ("Slip Owners") with 1 vote in QLCM for each slip, and the remaining non-slip unit held by QLCM/QLCUO which has 3 votes for every 1 Slip Owner vote in QLCM and is assigned all of the Slip Owners votes in QLCUO which is .59939% (see QLCM Declaration of Covenants, Conditions and Restrictions recorded in the Land Records at Book 1981, Page 381 and Amendment No. 45 to the Declaration for Queen's Landing, recorded in the Land Records at Book 1918, Folio 410);

WHEREAS, the aforementioned subdivision of the Boat Slip Unit and its Limited Common Element is further depicted in "Plat of the Alteration of the Non-Residential Boat Slip Unit" recorded in the Land Records at Plat Book SM 41, Folio 27A & 27B and amended in Plat Book KBH 51, Page 78A & 78B;

WHEREAS, in 2012, Queen's Landing Boat Slip Marina, Inc. ("QLBSM") was created to manage and operate the Boat Slip Unit and its Limited Common Elements with the assessments

collected from the 61 Slip Owners who paid assessments and enforce its rules and restrictive covenants;

WHEREAS, QLCUO through QLCM owns and controls the Boat Slip Unit and its Limited Common Elements and there is no need for an additional layer of control, therefore QLCUO desires to terminate the operation of QLBSM and turn control of the Boat Slip Unit to the Marina Executive Committee, as the Board of QLCM; and

WHEREAS, in addition to the QLCM Declaration, the QLCUO Board of Directors is empowered under the governing documents of QLCUO to establish authorized committees with duties and responsibilities as detailed in its "QLCUO Guidance and Operation of Committees".

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of QLCUO in conjunction with the QLCM Declaration does establish by resolution a Standing Committee chartered as the Marina Executive Committee ("MEC"), also known as the Board of QLCM. The purpose, responsibilities and organization of MEC are set forth below:

PURPOSE – MARINA EXECUTIVE COMMITTEE

To assist the QLCUO Board of Directors in overseeing the operation and maintenance of the Boat Slip Unit and its Limited Common Elements to ensure they are properly maintained and operated, for the benefit and enjoyment of the Slip Owners and the unit owners of the Queen's Landing Condominium as well as protect the interests of QLCUO and QLCM.

RESPONSIBILITIES – MARINA EXECUTIVE COMMITTEE

The Committee shall:

..... carry out the policies set forth by the QLCUO Board of Directors, as amended from time to time, and act in an advisory council to the QLCUO Board of Directors regarding all aspects of the Boat Slip Unit and its Limited Common Elements.

..... report to QLCUO on MEC's actions and prepare motions and recommendations to the QLCUO Board of Directors at its Board meetings.

..... oversee the use and operation of the Boat Slip Unit and its Limited Common Elements, including the piers, slips, bulkheads, and pilings, in accordance with the provisions of federal law, the Maryland law including but not limited to the Maryland Condominium Act; Queen Anne's County Code and regulations, the QLCUO Declaration, Bylaws and rules; and the QLCM Declaration of Covenants, Conditions, and Restrictions and rules.

..... manage or oversee all applications or submissions to the Maryland Department of the Environment, Queen Anne's County, Maryland, or the Army Corp of Engineers that impact the Boat Slip Unit and its Limited Common Elements.

..... oversee the enforcement of and amendments to the restrictive covenants and rules as contained in the QLCM Declaration, Art. V, which govern the use and operation of the Boat Slip Unit and its Limited Common Elements.

..... oversee requests for slip modifications by Slip Owners pursuant to QLMC Declaration, Art. V, Section 4.

..... maintain, repair and replace the Boat Slip Unit and the Limited Common Elements.

..... prepare by September of each year, the annual budget and special assessments for QLCM including operation and maintenance of the Boat Slip Unit as well as reserves, and establish slip assessments subject to the appropriate hearings as well as approval by the Board of QLCUO at the QLCUO annual meeting.

..... retain the books and records of QLCM, including financial records, bank statements, insurance policies, invoices, tax returns, tax statements, etc.

..... prepare and file the appropriate federal, state and filings for QLCM.

..... ensure compliance with the Maryland Condominium Act with regard to reserve studies for the Boat Slip Unit and its Limited Common Elements.

..... oversee the collection and expenditure of QLCM assessments and other revenue according to its annual budget and special assessments.

..... ensure proper insurance coverage including D&O for QLCM and oversee distribution of insurance proceeds for any damage caused to the Boat Slip Unit.

ORGANIZATION – MARINA EXECUTIVE COMMITTEE

..... The MEC shall consist of four (4) committee members appointed annually, even though the QLCM Declaration only calls for three (3) Directors on its Board. The additional committee member enhances the representation of Slip Owners on the Committee.

..... Pursuant to the QLCUO Guidance and Operation of Committees, the QLCUO Board President shall appoint annually at the Board's Organizational Meeting, a Board Member as the Chair of MEC subject to review by the QLCUO Board members present. The MEC Chair shall appoint the other three (3) Committee members, at least one (1) of whom shall be another current member of the QLCUO Board and at least two (2) of whom shall be a current Slip Holder.

a. All Committee members must be current QLCUO unit owners and be at least either a current QLCUO Board member or Slip Holder.

b. Two (2) of the MEC members must be current QLCUO Board members, preferably with one being a current Slip Owner.

c. The Slip Owners shall annually nominate at least two (2) Slip Owners for MEC. The Chair may, but is not obligated to appoint the nominees, however.

..... The MEC shall meet as often as necessary to complete its assigned responsibilities. A quorum shall be a majority of the committee.

..... The Chairperson or their designated alternate shall attend QLCUO Board of Directors Meetings.

..... The MEC shall comply with the QLCUO Board of Directors Resolutions and the most current version of the QLCUO Guidance and Operation of Committees.

RISK MANAGEMENT/INSURANCE AND CLAIMS

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to assist in the development of risk management policies and standards procedures, to assess and mitigate risks including for providing adequate insurance coverage for required structures and common grounds, to plan, manage and review that coverage, to obtain guidance when considering insurance issues; and,

WHEREAS, the Board of Directors within its authority has the responsibility to establish such committees and charge those committees with duties and responsibilities;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Risk Management/ Insurance and Claims Committee. The Purpose, Responsibilities and Organization of the Committee are set forth herein:

PURPOSE – RISK MANAGEMENT/INSURANCE AND CLAIMS COMMITTEE

To assist the Board of Directors in development, oversight and maintenance of the Association's risk management activities to ensure the integrity and security of the community by addressing financial, property, human resources, data, and other items necessary to meet that goal. Additionally, the purpose is to evaluate existing and future insurance policies to ensure that they adequately insure all relevant properties, conform with all applicable requirements set forth in Article 6 of the Queen's Landing Council of Unit Owners By-laws that they represent the best value for the community, and to assist the board with handling claims against those policies, including limiting financial losses to the Association and evaluating claims against the Association by unit owners in excess of HOA-6 insurance requirements.

RESPONSIBILITIES -- RISK MANAGEMENT/INSURANCE AND CLAIMS COMMITTEE

The Committee shall:

.....develop and maintain a high-level risk matrix addressing financial, property, human resources, data, and other risks.

.....make recommendations to the Board as to how to mitigate identified risks.

.....investigate cost effective methods of reducing premiums in conjunction with ways to minimize claims.

.....work in conjunction with the Managing Agent and insurers on resolving claims in the best interest of all parties.

..... a minimum of three (3) months prior to termination date, review all policies to determine if coverage continues to be adequate and, if necessary, work with Managing Agent to solicit quotes from other insurers or for different coverage limits.

RESPONSIBILITIES – RISK MANAGEMENT/INSURANCE AND CLAIMS COMMITTEE

The Committee shall:

.....develop and maintain a high-level risk matrix addressing financial, property, human resources, data, and other risks.

.....make recommendations to the Board as to how to mitigate identified risks.

.....review current insurance policies on an ongoing basis to determine what situations/conditions are covered and to confirm the amount of our deductible.

.....review current Queen’s Landing Bylaws (Article 6, sections 6.6 and 6.7 and Exhibit B, Chart of Maintenance Responsibilities) to determine who is responsible for the repairs in question, the unit owner or the Association.

.....in coordination with the Maintenance Committee, the Managing Agent and the Association’s Insurance Broker, determine if a claim is valid.

..... in coordination with the Maintenance Committee and the Managing Agent, notify and explain to the unit owner that, when the cause of the damage originates from within a unit, the owner of that unit is responsible for damages to any portion of the condominium, including other units, the general common elements, and the limited common elements for the amount stipulated in Section 11.114 of the Act as amended (currently \$10,000.00)

...follow up on the collection of said damages assessments by tracking the status and making next step recommendations to the President and Board of Directors where necessary

.....once premium negotiations with insurance carriers are concluded, advise Financial Management Committee’s Chair of new premium levels to include in budget.

.....prepare reports of the committee’s actions, motions and recommendations so that the Committee Chair can present such reports to the Board of Directors at the next Board meetings.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and plans of the committee, and submit them to the Communications Committee Chair.

ORGANIZATION – RISK MANAGEMENT/INSURANCE AND CLAIMS COMMITTEE

The Committee shall:

..... unless otherwise approved by the Board of Directors, consist of at least three (3) Unit Owners: at least one of whom shall be a Board member to serve as Chairperson and at least two (2) Unit Owners who are not members of the Board.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the Committee chairperson or his/her alternate attends all of this Committee's Meetings and all Board of Directors Meetings.

. comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

NOMINATING AND ELECTION

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to assist in the development of policies and standards for canvassing and providing Unit Owners to serve on committees and on the Board of Directors of the Association; and,

WHEREAS, the Board of Directors within its authority has the responsibility to establish such committees and charge those committees with duties and responsibilities,

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution a STANDING COMMITTEE chartered as the Nominating and Election Committee. The Purpose, Responsibilities and Organization of the committee are set forth herein:

PURPOSE – NOMINATING AND ELECTION COMMITTEE

Purpose of the Nominating and Election Committee is to encourage, manage the election of, and train Unit Owners to serve on the Board of Directors, and Unit Owners and Non-Owner Residents, as appropriate, to serve on the Committees of the Association.

RESPONSIBILITIES – NOMINATING AND ELECTION COMMITTEE

The Committee shall:

.....periodically review the substantive needs of the Board and each Committee with a view to identifying and recruiting community members who could fill those roles.

.....reach out to the community personally and through communications and other channels to encourage participation in leadership roles.

.....ensure new Board members receive appropriate training.

.....provide the Managing Agent a standard format for resumes for all candidates for Board of Directors vacancies.

.....ensure that the Managing Agent provides Unit Owners with resumes for all candidates seeking election to the Board of Directors in accordance with the scheduled timeframe.

.....assist the Managing Agent in the supervision of the annual election of the Board of

Directors.

.....assist with the certification of the results of elections to the Board Secretary.

.....prepare reports of the committee's actions, motions, and recommendations as appropriate so the Committee Chair can present such reports to the Board of Directors at the Board meeting.

.....prepare articles for community newsletters, when appropriate, detailing the activities, coming vacancies, accomplishments, and future plans of the Committee, and submit them to the Communications Committee Chair.

ORGANIZATION – NOMINATING AND ELECTION COMMITTEE

The Committee shall:

..... unless otherwise approved by the Board of Directors, consist of at least three (3) Unit Owners: at least one of whom shall be a Board member to serve as Chairperson and at least two (2) Unit Owners who are not members of the Board. No member of the Committee may be running for election or reelection.

.....meet at least annually; however, shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the Committee chairperson or his/her alternate attends all of this committee's meetings and reports at Board of Directors Meetings as appropriate.

.....comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

AD HOC COMMITTEE CHARTERS

AD HOC DOCUMENTATION, RULES AND REGULATIONS

SUBCOMMITTEE OF COVENANTS

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to manage and review all condominium documents for accuracy and adherence to the law;

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to plan, manage, and review the operation and performance of the community Rules and Regulations; and

WHEREAS, the Board of Directors within its authority has the responsibility to establish such committees and charge those committees with duties and responsibilities;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution an AD HOC COMMITTEE chartered as the Documentation and Rules and Regulations Committee as a Subcommittee of the Covenants Committee. The Purpose, Responsibilities and Organization of the Committee are set forth herein:

PURPOSE – DOCUMENTATION, RULES AND REGULATIONS SUBCOMMITTEE

To assist the Covenants Committee in development, oversight and maintenance of the Queen's Landing Declaration, By-laws, Rules and Regulations, Resolutions and Policies, that are accurate, current, meet the needs of the community, and adhere to Maryland Condominium Law as amended, when the Covenants Committee deems it necessary to activate this Subcommittee to do so.

RESPONSIBILITIES – DOCUMENTATION, RULES AND REGULATIONS SUBCOMMITTEE

The Committee shall:

.....maintain on the Association's Website, in coordination with the Website Operator, links to the following: The Maryland Condominium Act, The Queen's Landing Declaration, The Queen's Landing By-laws, The Queen's Landing Committee Charters, The Queen's Landing Rules & Regulations, all Queen's Landing Policy Resolutions and Protocols. Policy

Resolutions are policies that have been adopted by the Board of Directors that effect the governing of the community on a long-term basis. Protocols are non-binding guidelines for carrying out and complying with governing policies.

.....review current Maryland Condominium Law and Queen's Landing By-laws, Resolutions, and Rules and Regulations on an ongoing basis to determine if any of the condominium documents need to be amended, and to make recommendations for same to the Covenants Committee.

.....review the minutes from Board of Director's meetings to determine if resolutions passed at meetings affect policies that are used to govern the community on an ongoing long-term basis. All such policies should be officially formatted and placed in the Policy Resolutions section of the Book of Resolutions and on the Association's website.

.....review the minutes from Board of Director's meetings to determine if resolutions passed at meetings affect policies that deal with the internal operation and structure of the Association. All such policies should be officially formatted and placed in the Administration section of the Book of resolutions and on the Association's website.

.....review the minutes from Board of Director's meetings to determine if resolutions passed at meetings affect policies that would require changes to the Rules and Regulations.

.....assist the Covenants Committee in interpreting existing condominium documents.

.....make recommendations to the Covenants Committee for proposed amendments to all condominium documents as needed.

.....prepare and document all proposed amendments following all required procedures of notification.

.....prepare and document any other condominium documents as deemed necessary by the Board of Directors.

.....prepare reports of the committee's actions, motions, and recommendations so that the Committee Chair can present such reports to the Board of Directors at the next Board meeting.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee, and submit them to the Communications Committee Chair.

ORGANIZATION – DOCUMENTATION, RULES AND REGULATIONS
SUBCOMMITTEE

The Subcommittee shall:

..... unless otherwise approved by the Board of Directors, consist of two Board members, one of whom shall serve as Chairperson, and at least three (3) additional Unit Owners. At least one member of the Documentation Subcommittee shall be a member of the Covenants Committee.

.....meet as often as necessary to complete its assigned responsibilities.

.....ensure that the Subcommittee chairperson or his/her alternate attends all of this Subcommittee's meetings and Covenants Committee Meetings.

.....function as part of the Covenants Committee.

.... comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

AD HOC LEGAL

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to plan, manage and review the operation of the legal aspects of the community; and,

WHEREAS, the Board of Directors within its authority has the responsibility to establish such committees and charge those committees with duties and responsibilities,

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Directors does establish by resolution an AD HOC COMMITTEE chartered as the Legal Committee. The Purpose, Responsibilities and Organization of the committee are set forth herein:

PURPOSE

To assist the Board of Directors in management of legal issues when the Board deems it necessary to activate this Committee to do so.

RESPONSIBILITIES – LEGAL COMMITTEE

The Committee shall:

.....review and respond to legal questions presented by the Board of Directors pertaining to pending or threatened litigation against the Association, causes of action initiated by the Board of Directors and its advisability of continuance, interpretation of the governing documents of the Association and, in coordination with the Board President, with the Association's attorney.

.....review with the cooperation of the Managing Agent, relevant invoices submitted by the Association's attorney.

.....assist, with the cooperation of the Managing Agent, the Board of Directors in selecting the Association's attorney.

.....prepare reports of the committee's actions, motions, and recommendations so that the Committee Chair can present such reports to the Board of Directors at the next Board meetings.

.....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee as appropriate, and submit them to the Communications Committee Chair.

ORGANIZATION – LEGAL COMMITTEE

The Committee shall:

..... unless otherwise approved by the Board of Directors, consist of at least three (3) Unit Owners: at least one of whom shall be a Board member to serve as Chairperson and at least two (2) Unit Owners who are not members of the Board.

.....meet as often as necessary to complete its assigned responsibilities.

.....ensure that the committee chairperson or his/her alternate attends all of this Committee's Meetings and Board of Directors Meetings as appropriate.

..... function as part of an existing committee as determined by the Board of Directors.

.... comply with the Board of Directors Resolutions, and the current version of the Guidance and Operation of Committees.

AD HOC PROPERTY MANAGEMENT

COMMITTEE CHARTER

QUEEN'S LANDING COUNCIL OF UNIT OWNERS, INC.

WHEREAS, it is in the best interest of the Unit Owners and the Association to have a committee to plan, manage, and review the Property Management of the Queen's Landing community; and

WHEREAS, the Board of Directors within its authority has the responsibility to establish such committees and charge those committees with duties and responsibilities,

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors does establish by resolution an AD HOC COMMITTEE chartered as the Property Management Committee. The Purpose, Responsibilities and Organization of the committee are set forth herein:

PURPOSE

To assist the Board of Directors in review and oversight of the Property Management Company and their Personnel when the Board deems it necessary to activate this Committee to do so.

RESPONSIBILITIES – PROPERTY MANAGEMENT

The Committee shall:

.....monitor the performance of the management company through the Board of Directors for quality of work performed and their adherence to contract requirements and standards.

.....when requested, prepare a report to the Board of Directors on the performance of the management company.

.....when necessary, review, in cooperation with the Board President, community management specifications for bids and solicit bids for property management companies for the community.

.....make recommendations to the Board of Directors for selection of a property management company.

.....prepare reports of the committee's actions, motions, and recommendations so that the Committee Chair can present such reports to the Board of Directors at the next Board meeting.

....prepare articles for community newsletters, when appropriate, detailing the activities, accomplishments, and future plans of the committee, and submit them to the

Communications Committee Chair.

ORGANIZATION – PROPERTY MANAGEMENT

..... unless otherwise approved by the Board of Directors, consist of at least four (4) Unit Owners: at least one of whom shall be a Board member to serve as Chairperson and at least three (3) Unit Owners who are not members of the Board.

..... shall meet as often as necessary to complete its assigned responsibilities.

.....ensure that the committee chairperson or his/her alternate attends all of this committee's meetings and Board of Directors Meetings as appropriate.

.... comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised from time to time.

END OF COMMITTEE CHARTERS