

**BY-LAWS & RESOLUTIONS ADVISORY COMMITTEE
REGULAR MEETING MINUTES
FEBRUARY 11, 2014**

The meeting was called to order at 9:00 am by the Chairman Jim Trummel. Present in addition to the chairman were committee members Nelson Fenwick and Doug Slingerland and Director Marty Clarke.

There were no Association members present for comment.

The agenda was approved.

Resolutions Status

- a. The Chairman reported that Resolution M-09 (Search Committee) was considered at the February 5, 2014 regular meeting of the Board of Directors. This meeting was the January meeting which had been postponed by weather conditions. The Board voted to remove authority for the Secretary to release the names of applicants for election to the Board of Directors prior to release of the list of eligible candidates. This change has been made to the draft and the draft is now identified as M-09draft02052014. The new draft is to be submitted to Association Counsel Joe Moore for review. It is anticipated that the draft will be up for final approval at the February 22, 2014 meeting of the Board.
- b. The Committee reviewed a draft of Resolution F-01(Investment Policy) which had been prepared by the Budget and Finance Advisory Committee. Comments to the draft were discussed and the Chairman will forward Committee comments to the Board.

Resolutions for Review. A request had been previously made to the Board for review of the following resolutions. This is a periodic request that resolutions be reviewed for current adequacy. The Board then requested review from the Budget and Finance Advisory Committee and members of the Board were requested to also review the resolutions before discussion of any changes. The By-Laws and Resolutions Advisory Committee discussed comments that have been received.

- a. Resolution F-02 (Budget Process): The Budget and Finance Advisory Committee submitted a suggested draft to the Board. This draft was reviewed and comments developed for the Board. The Chairman is to send these comments to the Board.
- b. Resolution F-03 (Reserves): The Budget and Finance Advisory Committee had previously indicated that it believed F-03 needed to be completely rewritten, but that the ongoing budget process did not allow sufficient time to work on it. The Chairman is to request action by BFAC now that the budget process is nearing completion.

February 11, 2014 minutes, continued:

- c. F-05 (Annual Charge Abatement): BFAC has recommended that this resolution be cancelled. By-Laws and Resolutions Advisory Committee received information from the Association Controller that about 7 to 8 abatement requests were received whenever there is an increase in the annual charge. The Chairman will forward the BFAC recommendation and the Controller input to the Board without further comment.

Closed Meetings. The Committee reviewed closed meeting practices within the Association. The Maryland Homeowners Association Act requires that HOA closed meetings be documented in accordance with Section 11B-111(5)(ii) which reads as follows:

“(ii) A statement of the time, place, and purpose of a closed meeting, the record of the vote of each board or committee member by which the meeting was closed, and the authority under this section for closing a meeting shall be included in the minutes of the next meeting of the board of directors or the committee of the homeowners association.”

A review of Board meeting minutes since September 2012 indicates a lack of compliance with the closed meeting documentation requirements. A further review of Elections Committee available meeting minutes indicates instances in which there was, or could have been, a similar lack of compliance. The Chairman is to advise the Board of Directors of the non-compliance with the disclosure provisions of the HOA Act.

There were no Association members present for comment.

There was no further business. The meeting adjourned at 11:00 am.

Jim Trummel
Chairman