

COUNTRYSIDE PROPRIETARY
RESOLUTION NO. 127
Effective January 1, 2025
GROUNDS COMMITTEE

WHEREAS, Article III, Section 3 of the Amended Declaration (“Declaration”) of the CountrySide Proprietary (“Proprietary”) grants the Board of Directors (“Board”) all powers for the conduct of the affairs of the Proprietary in accordance with the Governing Documents; and

WHEREAS, the Board recognizes that the proper preservation and enhancement of the physical environment in the community is essential to the maintenance and enhancement of property values; and

WHEREAS, the Board wishes to develop a program which will assist in protecting the safety and property of the Proprietary and its Members; and

WHEREAS, the Board wishes to establish a standing committee to advise and assist the Board in preserving and enhancing the grounds and in developing rules and regulations governing use and enjoyment of the grounds; and

WHEREAS, the Board had previously rescinded Administrative Resolution No. 74 and adopted Resolution No. 127, establishing a standing Grounds Committee;

NOW THEREFORE, BE IT SO RESOLVED THAT Administrative Resolution No. 127 be amended as of November 6, 2024 and effective January 1, 2025 with the following procedural guidelines in place:

I. RESPONSIBILITIES

- A. The responsibilities of the Grounds Committee are to advise and assist the Board in developing and administering an ongoing program to preserve and enhance landscaping, turf, townhouse streets, community trails and paths, common areas, the pond, parking lots, and townhouse parking areas, particularly the maintenance of and improvements to these areas, and to advise and assist the Board in developing rules and regulations for the use and enjoyment of these areas, including the parking areas.
- B. The Board has the complete discretion to determine the scope of responsibility of the Committee and this Charter is not intended to create any restrictions or limitations on the Board’s power to determine the jurisdiction or membership of the Committee.
- C. The Board reserves the right to direct the Committee to discontinue any action as the Board, in its sole discretion, may determine and the Committee is prohibited

from taking any action not delegated to it by this Charter or by a future resolution of the Board.

II. ORGANIZATION AND ELIGIBILITY

- A. Membership. Membership is constituted annually in accordance with the following criteria:
1. Committee candidates shall be members of the Proprietary in good standing. For purposes of this Resolution, “good standing” shall be defined as the absence of any liens, suspension of privileges, assessment delinquency in excess of thirty-days past due, architectural violations, or pending legal action with the Proprietary. The Board may, at its own discretion, consider other eligibility factors to ensure that the selected members will serve the best interests of the Proprietary.
 2. It is the intent that each Neighborhood be equally represented 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 should submit a written request for appointment including any personal or professional information which might assist in the appointment process; such requests for appointment should be submitted to the Grounds and Facilities Manager of the Proprietary’s management company, to be forwarded to the Board for approval to serve on the Committee.
 - a. In the event that a Neighborhood has no approved representative from that neighborhood, the Board may at its sole discretion appoint and approve a member to serve in such vacancy. The member need not be a resident of the Neighborhood in which the vacancy has occurred. This position will be considered as an alternate, with voting privileges. At any time, should a member from that Neighborhood be appointed or volunteer to serve on the committee, the alternate is required to relinquish the voting position.
 - b. There can be no more than two voting members from any Neighborhood on the Committee. Should there be two or more members from one Neighborhood appointed at the same time, the election of the voting member for that Neighborhood will be done via drawing one name from the names of those members of that Neighborhood.

- c. The Committee shall not exceed seven (7) voting members. The seven (7) votes represent one voting member from each of the Neighborhoods. The chairperson shall only vote in the case of a tie vote. Exception: If the Chair's neighborhood is unrepresented by a Committee member through a vacancy on the committee, the Chair may cast the vote for his/her Neighborhood. In the event that Neighborhood becomes represented by a new Committee member, the Chair will revert to only casting a vote to break a tie.
3. All Committee appointments are subject to approval by the Board. The Board may refuse to approve the appointment of any volunteer to any Committee, with or without cause.
4. Chairperson. Unless otherwise designated by the Board, the Chairperson of the Committee shall be a Director elected by the Board in its first regular meeting of each year. The duties of the Chairperson include but are not limited to the following:
 1. Develop annual meeting calendar;
 2. Assist in the development of meeting agendas;
 3. Preside over/chair Committee meetings;
 4. If unable to attend a Committee meeting, the chair will, at his/her sole discretion, designate a substitute Chair (from the Committee membership, the Management Company, another Board member, or other) for that meeting;
 5. Oversee and manage Committee discussions and decisions to ensure compliance with the Proprietary's policies and rules;
 6. Liaise and advise the management company contact for the Committee (in this case, the Grounds and Facilities Manager);
 7. Record and issue meeting minutes;
 8. Keep the Board informed of Committee decisions and initiatives, present Committee recommendations to the Board of Directors, and request assistance from the Board as needed;
 9. Prepare an annual report to be presented at the Annual Meeting.
- C. Term. All Committee members shall serve a one (1) year term commencing upon election and/or appointment and ending when a new committee is appointed in the following year.

- D. Resignation and/or Removal. The Board may remove any Committee member or the Chair at any time, with or without cause, upon written notice. Committee members may not remove members of the Committee without Board approval. The unexcused absence of a committee member from three (3) consecutive regular meetings shall be deemed a resignation. The Board may disband or abolish the Committee at any time without cause.
- E. Vacancies. In the event of resignation, removal or death of a Committee member, the vacancy shall be filled by a volunteer approved by the Board, in accordance with Section II A above.

III. OPERATION

- A. Meetings. Regular meeting dates shall be established at the first meeting of the Committee. Committee meetings shall be held monthly. All meetings shall be publicized ahead of time in the COURIER and on the Proprietary's website; meetings shall be open to the full membership of the Proprietary, unless an Executive Session is convened.
 - 1. Committee members shall exhibit professional courtesy and respect to all other Committee members, the Directors and Officers of the Proprietary, the owners, managing agent, and staff and employees of the Proprietary.
 - 2. Committee members must maintain the confidentiality of any Proprietary information that may be of a sensitive or confidential nature, such as legal opinions and communications with counsel.
 - 3. Quorum. Any Committee meeting must have a quorum of active members present to conduct official committee business. For the purposes of this Committee, quorum is defined as *over one-half* of the current active membership. Specifically:
 - a. For a committee with an odd number of current members, take one-half of the number of current members and round it to the next whole number (e.g., a five-person committee needs three (3) members for quorum).
 - b. For a committee with an even number of current members, quorum is represented by one-half of the number of current members plus one (so a six-member committee needs four (4) members present for quorum).

B. Functions.

1. Working with the Grounds and Facilities Manager, develop a maintenance program for landscaping, turf, streets, trails, and paths, the pond, common areas, parking lots and townhouse parking areas, to meet the requirements and desires of the community; draft and recommend guidelines and procedures to be followed by residents with service requests, as follows:
 - a. Work with the Grounds and Facilities Manager to develop a comprehensive management plan for CountrySide's grounds and landscaping, townhouse streets, community trails and paths, the pond, common areas, parking lots, and townhouse parking areas. Work with the Grounds and Facilities Manager and various grounds maintenance contractors to develop specifications and standards for grounds maintenance
2. Evaluate contractor bids, as procured by the Grounds and Facilities Manager, for Services to the CountrySide community, including Trash Collection, Landscaping, Snow Removal, Asphalt and Trail Paving and Repairs, Tree Services, Pond Maintenance, and other services as required; make recommendations on vendor selection to the Board of Directors. At all times, CountrySide rules and guidelines for contract procurement and administration must be followed.
3. Prepare budget recommendations relating to landscaping, turf, streets and paths, including parking lots.
4. Make recommendations to the Board with respect to planting projects, other improvements to the existing landscaping plan, etc.
5. Inspect the grounds yearly, obtain professional advice where appropriate, and make recommendations for repairs where necessary.
6. Review and comment on actions recommended to and by the Board which may tend to increase maintenance obligations or have an adverse impact upon the environment.
7. Encourage and/or establish programs for volunteer activities which would provide enjoyment and education to residents and improve the quality of the environment.

8. Promote safety in the community, as follows:
 - a. Prepare recommended programs and procedures to maintain and improve safety and security of residents and of Proprietary grounds.
 - b. Identify hazards such as traffic hazards and defective storm drainage areas; recommend protective and corrective measures to the Board.
 - c. Advise the Board on any matter of community safety and security coming to the attention of the Committee that may require formal action by the Board.

9. Monitor community rules and regulations, as follows:
 - a. Ensure consistency of enforcement of existing rules and regulations governing use of the grounds and common areas.
 - b. Develop and/or recommend changes to existing rules, including parking rules.
 - c. Ensure publication and distribution of all rules to membership.

C. Reporting. The Chairperson shall prepare the following written reports: Meeting Minutes; Annual Report on Committee operations for publication in the Courier and on the website, and presentation at the Annual Meeting in December; recommendations and proposals for upcoming year.

ATTEST:

PRESIDENT: Penelope Francke

DATE:

SECRETARY: Kumar Sangaran

DATE: