

**COUNTRYSIDE PROPRIETARY
RESOLUTION NO. 232
AS AMENDED Effective January 1, 2025
NEIGHBORHOOD ADVISORY COUNCIL**

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

WHEREAS, Article III, Section 3(c) (7) of the Declaration of the Proprietary charges the Board with enforcing the Governing Documents of the Proprietary; and

WHEREAS, Article VIII, Section 2(d)(3) of the ByLaws authorizes the Board of Directors (“Board”) to provide for the election of a Neighborhood Advisory Council (“NAC”) to assist and advise the Board on those matters specifically related to their respective neighborhood; and

WHEREAS, the Board had determined that it is necessary to establish said Council for any Neighborhood section of CountrySide in which there are a minimum of one hundred (100) members; and

WHEREAS, the Board had previously rescinded Administrative Resolution No. 166 and adopted Resolution No. 232.

NOW THEREFORE, BE IT RESOLVED THAT Administrative Resolution No. 232 be amended as of October 23, 2024, and effective January 1, 2025, with the following procedural guidelines in place:

I. RESPONSIBILITIES

- A. The primary responsibilities of the NAC are to advise and assist the Board on matters pertaining to each particular neighborhood and to the CountrySide community overall, to provide the Board with recommendations on architectural and policy guidelines, and to provide input on the relative importance (rankings) and desirability of resident- submitted budget requests. The NAC’s primary activity is the review and evaluation of resident architectural change applications. This activity occurs monthly.
- 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. NAC 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 NAC, with up to five (5) representatives from each neighborhood. 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 Community Manager of the Proprietary’s management company, to be forwarded to the Board for approval to serve on the NAC.
 3. Members of the NAC shall not simultaneously serve as voting members of either the DRC or the Board during their term on the NAC, except that NAC members may, from time to time, serve as alternates to the DRC for their neighborhood provided that they abstain from voting on applications from their neighborhood when serving in the capacity of DRC alternate. NAC members will only be asked to serve as DRC alternates if no other appointed DRC alternate is available.
 4. If there are more than five (5) candidates for a neighborhood’s NAC, the Board will determine, in its sole discretion, which five (5) candidates will be appointed to serve.
 5. All NAC appointees will be required to attend legal training, either in person or by watching a recorded presentation, to ensure that architectural applications and other decisions are compliant with applicable local laws

and regulations, and are consistent with CountrySide's Governing Documents, Resolutions, and guidelines.

6. All NAC appointments are subject to approval by the Board. The Board may refuse to approve the appointment of any volunteer to the NAC, with or without cause.

B. NAC Liaison. Unless otherwise designated by the Board, the NAC Liaison for the NAC shall be appointed by the Board in its first regular meeting of each year. The duties of the NAC Liaison include but are not limited to the following:

1. Liaise and advise the management company contact for the Neighborhood Advisory Council (in this case, the Design Review Coordinator);
2. Assist the Design Review Coordinator as needed in the development of meeting agendas and an annual meeting calendar;
3. Preside over/chair consolidated/combined/joint NAC meetings (i.e., all neighborhoods meeting together);
4. Oversee and manage NAC discussions and decisions to ensure compliance with the Proprietary's policies and rules;
5. Keep the Board informed of NAC decisions and initiatives, present NAC recommendations to the Board, and request assistance from the Board as needed;
6. Prepare an annual report to be presented at the Annual Meeting.

C. Election of Officers. Each NAC shall, at its first regular meeting, elect a chairperson, whose responsibilities are described below:

1. Chairperson. The principal duties of the neighborhood chairperson are as follows:
 - a. Ensure that adequate notice of meetings is given members;
 - b. Ensure review of meeting packages by NAC members;
 - c. Preside at individual neighborhood meetings;
 - d. Apprise the NAC Liaison, DRC and Board of pertinent design review issues, as well as each Neighborhood concerns and/or actions;

- e. Ensure open communication lines between all parties involved and/or affected by the design review process within the Council's Neighborhood.
 - f. Prepare and/or ensure the preparation of all Council reports for his/her neighborhood.
- D. Term. All NAC members shall serve a one (1) year term commencing upon election and/or appointment and ending when a new committee/council is appointed in the following year.
- E. Resignation and/or Removal. The Board may remove any NAC member or the Liaison at any time, with or without cause, upon written notice. NAC 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.
- F. 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 Council. Meetings shall be held monthly during the same week of each month as designated on the published annual calendar. 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, or unless the Chair, at his/her own discretion, may require that such general membership may be excused during Council voting actions involving architectural applications.
- 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. The total number of members of the council shall not exceed five (5). Once a meeting is

convened, the affirmative vote of a majority of the members present is required in order to adopt or promulgate any rule or regulation or to make any finding, determination, ruling or order, or to issue any permit, consent, authorization, approval or the like. For the purposes of this Committee/Council, a meeting quorum can consist of one member of a neighborhood. A member from one NAC may be selected to act as an alternate to represent a NAC that has not established a quorum or has no representatives present.

4. Combined /Joint NAC meeting. A consolidated meeting of the Neighborhood Advisory Councils will meet to present information and provide guidance of general interest to all seven neighborhoods of CountrySide, surface community issues, propose solutions and offer recommendations to other appropriate committee(s) for review and approval or disapproval by the CountrySide Board.

IV. FUNCTIONS

- A. Architectural Review. The NAC shall act as the appointed designate on behalf of the Design Review Committee (DRC) with regard to all application review actions required to be taken by the DRC in a respective Neighborhood, in accordance with the following parameters:

1. Review Policy
 - a. Design review applications shall be routed to the applicant's appropriate NAC by the DRC Coordinator.
 - b. The NAC, in exercising its review authority, shall at all times be subject to the same rules and regulations governing review criteria and procedures as is the DRC. To promote consistency and uniform enforcement throughout CountrySide, only those Architectural applications which meet the approved Community Guidelines may be approved by NAC or DRC.
 - c. If the NAC believes an application which falls outside approved guidelines has merit and deserves further consideration, the NAC may recommend that an exception to the guidelines be made. However, such exceptions can **only** be granted by the Board.

2. Rulings

- a. The NAC must submit to the DRC, and/or its administrative designate, a complete record of any and all design review rulings and/or actions within seventy-two (72) hours after such action is taken. Failure to comply shall result in waiver of the NAC's right of review.(Refer to Article VI, Section 3 of the Declaration)
- b. The DRC retains the right to rescind approvals granted by the NAC provided such rescinding action is taken within fifteen (15) days after said approval was reported to the DRC, and/or its administrative designate, by the NAC. The date reported shall be defined as the date of the NAC meeting.
- c. No decision by the NAC of a design review nature shall be considered final until the expiration of fifteen (15) days from the date the decision was first reported to the DRC, which shall be defined as the date of the NAC meeting.

3. Reporting and Channels of Communication. The Council shall exchange reports on a regular basis with the DRC. Such reports shall include at least the following:

- a. summary of activities during the past month;
- b. problems encountered, if any, and assistance requested, if any;
- c. plans for upcoming months; and
- d. recommendations or proposals, if any, with supporting rationale.

4. Standards, Guidelines and Legal Documents. NAC members should have a thorough working knowledge of DRC-adopted standards and guidelines, as well as the Proprietary's Governing Documents as they pertain to architectural review and enforcement. See also Section II A 2(c), above, for legal training requirements. Applications which would require an exception to current standards and guidelines should only be considered in extreme circumstances (e.g., for health or safety concerns), referred to the Board.

5. Reporting of Annual Neighborhood Inspections. Please refer to Resolution #278- Annual Property Inspection Procedures.

6. Planning and Development. NACs are encouraged to develop and recommend standards and goals for architectural design review and/or activities or programs to further enhance the appearance of the community.

V. REPORTING

Each NAC and its members are responsible for the preparation of the following reports:

- A. Monthly architectural application rulings;
- B. Minutes of meetings;
- C. Annual neighborhood budget recommendations.

ATTEST:

PRESIDENT: Penelope Francke

DATE:

SECRETARY: Kumar Sangaran

DATE: