

MARYLAND FARMS COMMUNITY SERVICES ASSOCIATION, INC.
POLICY RESOLUTION AND RULE
PHASE-I, PHASE-II, AND PHASE-M BOARD RULES

WHEREAS, Article V, Section 3(d) of the By-Laws (the “Bylaws”) of the Maryland Farms Community Services Association, Inc. (the “Condominium”) provides the Condominium’s Board of Directors with the powers and duties necessary to administer the affairs of the Condominium, including the power to promulgate and enforce such rules and regulations and such restrictions on or requirements as may be deemed proper respecting the use, occupancy and maintenance of the project and the use of general and limited common elements as are designated to prevent unreasonable interference with the use and occupancy of the condominium project and of the general and limited common elements by the members, all of which shall be consistent with law and the provisions of these By-Laws and the Master Deed;

WHEREAS, the Condominium is comprised of three (3) phases: Phase-I, Phase-II, and Phase-M (collectively known as “Condominium Phases”);

WHEREAS, the Condominium Phases elect up to three (3) Unit Owners to serve on each respective Condominium Phase Board (the “Phase Board”);

WHEREAS, the Phase Boards have an advisory role, providing the Board of Directors with particularized issues affecting their respective Condominium Phase.

WHEREAS, the Board of Directors recognizes that there is a need to establish clear and orderly policies and procedures for the operation of the Phase Boards;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Condominium hereby adopts the following policy and procedure for operation and function of the Phase Boards:

- A. Election and Term of Office: The terms of the three (3) Phase Board members is on a staggered three (3) year term. Unit Owners within each respective Condominium Phase may cast a vote for a Phase Board member for the Unit Owner’s respective Condominium Phase at the Condominium’s Annual Meeting. A Unit Owner’s failure to cast a vote, or otherwise abstaining from voting, for a Phase Board member does not impair the Unit Owner’s right to vote for any vacancy on the Condominium’s Board of Directors. Each Phase Board member shall hold office until a successor has been elected.
- B. Vacancies. In case of a vacancy on a Phase Board, the remaining Phase Board members of that respective Phase Board may select a Unit Owner to fill the vacancy by vote of the majority of the remaining Phase Board members, even though they may constitute less than a quorum. Each person selected by the Phase Board member to fulfill a vacancy serves until the respective Phase elects a Unit Owner at the next Annual Meeting to serve out the unexpired portion of the Phase Board member’s term. Phase Board members shall be a Unit Owner within the respective Condominium Phase.

- C. Removal. Phase Board members may be removed by a majority vote of the Unit Owners within the respective Condominium Phase. Any Phase Board member who becomes more than sixty (60) days delinquent in the payment of any assessments and/or carrying charges due the Condominium shall be automatically terminated and the remaining Phase Board members may appoint a successor as provided in Paragraph B.
- D. Organization Meeting: At the first meeting of a newly elected Phase Board, the Phase Board members shall select a Phase Board Chair, who will serve as the liaison to the Condominium's Board of Directors. The Phase Board members may also select a Phase Board Vice-Chair to fulfill the Phase Board Chair's duties if the Phase Board Chair is unavailable. No notice is necessary for the Organization Meeting so long as a majority of the Phase Board members are present and the Condominium's managing agent is advised as to the selection of the Phase Board Chair. The term for the Phase Board Chair and Phase Board Vice-Chair shall be one (1) year, or until a successor is selected at the next Organization Meeting.
- E. Open Meetings: Any meeting of a Phase Board shall be open for any attendee. The Phase Board shall provide not less than ten (10) days notice to the respective Condominium Phase's Unit Owners of any meeting of the Phase Board. The Phase Board shall maintain minutes of any Phase Board meetings.
- F. Operation of Phase Board meetings: Phase Board meetings shall be presided over by the Phase Board Chair and conducted in accordance with Robert's Rules of Order. Any Condominium Phase issue to be brought to the Condominium's Board of Directors' attention must be presented by the Phase Board Chair after receiving (1) majority approval from the Phase Board at an open meeting of the Phase Board; or (2) unanimous written approval from the Phase Board members.
- G. Role of Phase Board at Condominium Board Meetings: The Phase Boards serve in an advisory capacity to the Condominium's Board of Directors. How, when, and whether an issue presented by a Phase Board is addressed by the Condominium's Board of Directors is in the absolute discretion of the Condominium's Board of Directors. Each Phase Board Chair will be afforded five (5) minutes at each Condominium Board meeting to present any Phase Board approved issues to the Board of Directors during committee reports that are limited to the respective Condominium Phase's issues. Issues outside of the scope of the respective Condominium Phase or of a general nature may not be addressed during the Phase Board Chair's report – as these issues are appropriate during the Condominium's public comment period. Issues presented by the Phase Board Chair to the Board of Directors may be taken under advisement by the Board of Directors.
- H. Effective Date of Rules: These Rules shall become effective upon the Board's affirmative vote to adopt these Rules at a meeting where the Unit Owners first have an opportunity to provide feedback.

- I. Applicability of Rules: All Phase Boards shall be subject to the provisions of these Rules. Failure of the Condominium to strictly adhere to the provisions herein shall not be deemed a waiver or abandonment of its right to enforce these Rules.

This Resolution is intended to amend any prior rules and regulations pertaining to the Phase Boards. In the event of any conflict between any prior rules or regulations and the rules established in this Resolution, the prior rules are hereby superseded. Where not superseded, prior rules and regulations shall remain in full force and effect.

THIS POLICY RESOLUTION WAS DULY ADOPTED BY THE MEMBERS OF THE BOARD OF DIRECTORS THIS ____ DAY OF _____, 20__.

ATTEST:

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member