

TUCKERMAN STATION COMMITTEES
RESOLUTION
December 3, 2003

WHEREAS, the Board of Directors of the Tuckerman Station Homeowners Association is empowered to govern the affairs of the HOA pursuant to the Bylaws of the community, in this case, specifically Article X, Committees.

WHEREAS, there is a need to clarify the establishment and operation of all committees; and

WHEREAS, it is the intent that this rule shall be applicable to all committees and this resolution shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED THAT the following rules on the establishment and operation of all committees are hereby adopted by the Board of Directors:

All committees appointed by the Board shall hold meetings in accordance with Article III, Sections 3 and 9, of the Bylaws. All committees serve at the pleasure of the Board and all committee actions and recommendations shall be reviewed, revised, voted on, and implemented by the Board at their discretion.

Committee membership is composed of volunteers. Each committee will present a list of its members to the Board at the Board's January meeting. The optimal size of a committee is five to seven members; this is usually enough so that no one volunteer is excessively burdened and allows for those times when members are away. However, the number on a committee may vary given the number willing to volunteer and the work to be done. The chair of a committee may be appointed by the Board or if the Board desires, be elected by the majority of the committee members.

Committees meet several times a year to address issues under the purview of the committee, handle problems as they arise, and plan activities. Written recommendations from the committee are presented to the Board, which has final approval for decisions and financial expenditures. Committee recommendations are based on a consensus or majority vote taken at a meeting with those in attendance voting; proxy votes or after the fact votes are not considered in determining whether a recommendation is presented to the Board.

Specifically, committees will:

- 1) Hold regular meetings to discuss issues and to assign and coordinate all work. A written record of these meetings should be kept and sent to the Board before each monthly meeting.
- 2) Maintain ongoing, effective relationship with management and a contractor, if appropriate. If a contractor is involved, ensure all contract work is satisfactorily performed.
- 3) Conduct regular inspections to identify problem areas. At a minimum, these inspections should occur monthly. Follow up inspections should be done to ensure that all work identified is completed. The committee chair is normally the committee's point of contact with any contractor involved.

- 4) Answer questions and offer support to community members who seek/need guidance. Inform/educate community about policies and guidelines.
- 5) Respond in a timely manner to all community questions and complaints about issues and offer answers and solutions. The committee chair is the point of contact.
- 6) Attend monthly Board meetings to inform the Board of all committee activities. All proposed activities must be presented to the Board for their review and decision. It is the chair's responsibility to attend the meeting or to designate someone to attend in his/her place.

Approved this date, December 3, 2003, by the Tuckerman Station HOA Board of Directors, by unanimous vote.


Bonnie R. Kalberer, President

**RESOLUTION OF BOARD OF DIRECTORS
TUCKERMAN STATION HOMEOWNERS ASSOCIATION, INC.**

WHEREAS, Article XI, Section 11.12 of the Declaration of Covenants, Conditions and Restrictions for Tuckerman Station Homeowners Association, Inc. ("Association") recorded among the Land Records of Montgomery County, Maryland in Liber 6817 at folio 238, as amended and supplemented ("Declaration") provides that, notwithstanding any other provisions of the Declaration, the Articles of Incorporation or the Bylaws of the Association, the Declarant, C-I/Mitchell & Best Company, shall have the right to make modifications, additions or deletions to the Declaration, the Articles of Incorporation and the Bylaws governing the Association if required by VA, FHA, FHLMC or FNMA; and

WHEREAS, FHLMC, pursuant to request by the Declarant, Tuckerman Station Homeowners Association, Inc. ("HOA") and the Council of Unit Owners of Tuckerman Station Condominium ("Condominium"), has required certain changes to the Declaration and a related Cross-Easement Agreement relating to the recreation facilities to terminate membership of the Condominium unit owners in the HOA and create a separate Recreation Association in which all lot owners in the HOA and all unit owners in the Condominium will be members and to transfer certain operation, maintenance, repair and replacement obligations related to the easement property to the newly created Recreation Association;

WHEREAS, the required changes to the Declaration shall be implemented by the following documents: 1) an Amended and Restated Declaration of Covenants, Conditions and Restrictions which terminates the membership of the Condominium unit owners in the HOA, establishes the powers and duties of a newly created Recreation Association, designates certain portions of the HOA common area for operation, maintenance, repair, replacement and control by the Recreation Association, and sets forth the rights and obligations of the HOA lot owners and the Condominium unit owners with respect to the Recreation Association; 2) an Amended and Restated Cross-Easement and Maintenance Agreement which changes the responsibility for the operation, maintenance, repair and replacement of certain easement property to the Recreation Association; 3) Articles of Incorporation to create the Recreation Association as a Maryland corporation; 4) Bylaws to be adopted by the new Recreation Association Board of Directors; and 5) a Lease Agreement between the HOA and the newly created Recreation Association which leases those portions of the common area of the HOA that are to be operated, maintained, repaired, replaced and controlled by the newly created Recreation Association and which shall be recorded among the Land Records of Montgomery County, Maryland; and

WHEREAS, upon approval of the Declarant, the HOA and Condominium have proceeded to have the necessary documents prepared in order to implement this change in structure of the HOA; and

WHEREAS, the Board of Directors has reviewed the Tuckerman Station Homeowners Association, Inc (Tuckerman Station Recreation Association, Inc.) Amended and Restated Declaration of Covenants, Conditions and Restrictions, the Amended and Restated Cross-Easement and Maintenance Agreement, the Articles of Incorporation for the Tuckerman Station

Recreation Association, Inc., the Bylaws for the Tuckerman Station Recreation Association, Inc. and the Lease Between Tuckerman Station Homeowners Association, Inc. and Tuckerman Station Recreation Association, Inc., as well as the newly defined property description of the property to be leased to and managed, operated, maintained, repaired, replaced and controlled by the Tuckerman Station Recreation Association, Inc. and has determined that such documents adequately implement the changes desired by the HOA and required by FHLMC; and

WHEREAS, the Bylaws to be adopted for the Tuckerman Station Recreation Association, Inc. anticipate that there shall be four (4) members of the Board of Directors of the Recreation Association and two (2) members shall be from the HOA and two (2) members shall be from the Condominium; and

WHEREAS, the Board of Directors of the HOA shall appoint two (2) representatives to sit on the initial Board of Directors of the Recreation Association.

NOW THEREFORE, based upon the foregoing recitals, the Board of Directors of Tuckerman Station Homeowners Association, Inc. hereby resolves as follows:

1. The Tuckerman Station Homeowners Association, Inc (Tuckerman Station Recreation Association, Inc.) Amended and Restated Declaration of Covenants, Conditions and Restrictions, the Amended and Restated Cross-Easement and Maintenance Agreement, the Articles of Incorporation for the Tuckerman Station Recreation Association, Inc., the Bylaws for the Tuckerman Station Recreation Association, Inc. and the Lease Between Tuckerman Station Homeowners Association, Inc. and Tuckerman Station Recreation Association, Inc., as well as the newly defined property description of the property to be leased to and managed, operated, maintained, repaired, replaced and controlled by the Tuckerman Station Recreation Association, Inc. are hereby approved for execution and recording or filing with the Homeowners Association Depository as necessary.
2. The President of Tuckerman Station Homeowners Association is hereby authorized to sign the Tuckerman Station Homeowners Association, Inc (Tuckerman Station Recreation Association, Inc.) Amended and Restated Declaration of Covenants, Conditions and Restrictions, the Amended and Restated Cross-Easement and Maintenance Agreement and the Lease Between Tuckerman Station Homeowners Association, Inc. and Tuckerman Station Recreation Association, Inc. on behalf of the HOA.
3. The following individuals are hereby appointed by the Board of Directors to serve as the HOA members of the initial Board of Directors of the Tuckerman Station Recreation Association, Inc. and they shall serve in such capacity until the first annual meeting of the Recreation Association:

Robert Linehan
Ingeborg Bock

This Resolution was passed by the Board of Directors of Tuckerman Station Homeowners Association at a meeting held on the 24th day of December 2003 as evidenced by the following signatures:

Amy H. Perante

Gayle G. Grossman

Marian D. Blauer

Bonnie R. Kalluvor