
FAIRWINDS OF ANNAPOLIS CONDOMINIUM

BOOK OF RESOLUTIONS

INCLUDING POLICY RESOLUTIONS,
SPECIAL/ADMINISTRATIVE RESOLUTIONS AND
GUIDELINES AND PROCEDURES

This is an unofficial copy.
To ensure accuracy, please refer to your governing documents.



Fairwinds
OF ANNAPOLIS

**MASTER INDEX FAIRWINDS OF ANNAPOLIS CONDOMINIUMS
UNIT OWNERS ASSOCIATION BOOK OF RESOLUTIONS**

Policy Resolutions

| Resolution Number | Name | Date Passed |
|--------------------------|---|--------------------|
| 1 | Book of Resolutions | 10-30-1980 |
| 2-3 | Collection of Assessments | 5-17-1990 |
| 3-3 | Access to Units | 12-18-2002 |
| 4-3 | Leasing of Units | 3-19-1988 |
| 6-2 | Architectural Review Procedures | 4-20-1995 |
| 7-4 | Keeping and Controlling of Animals | Unknown |
| 8-2 | Designating Bank Accounts/Signatures | 6-7-2006 |
| 9-7 | Vehicle Control and Parking Areas | Unknown |
| 10-3 | Assignment and Use of Storage Bins | 6-15-1995 |
| 11-4 | Procedures Relating to Due Process and Fining | 2-15-2007 |
| 12-8 | Rules and Regulations to the Swimming Pool | 5-5-2004 |
| 13-1 | Displaying and Flying of Flags | 2-17-2009 |

Special/Administrative Resolutions

| Resolution Number | Name | Date Passed |
|--------------------------|--|--------------------|
| 1 | Activities Committee | 10-30-1980 |
| 2-3 | Communications Committee | 10-30-1980 |
| 3-5 | Covenants Committee | 12-11-2011 |
| 4 | Facilities Committee | 10-30-1980 |
| 5 | Finance Committee | 10-30-1980 |
| 6-1 | Designation of Animal Areas | 10-21-1982 |
| 7-2 | Use of Tennis Courts | 7-17-1986 |
| 8-26 | Designation of Covenants Committee Members | 4-5-2006 |
| 9-6 | Issuance of Swimming Pool Passes | 4-17-2002 |
| 10-1 | Beautification Committee | 6-15-1995 |

Guidelines and Procedures

| Name | Date Passed |
|--|--------------------|
| Planting on the Common Elements | 4-20-1995 |
| Improvements to the Limited Common Elements | 10-20-1999 |
| Use and Maintenance of the Limited Common Elements | 8-4-2004 |
| Unit Interior Wall Modifications | 11-19-1998 |
| Storage Cabinets on the Patios/Balconies | 4-7-2004 |
| General Guidelines | 4-5-2006 |

POLICY RESOLUTIONS

BOARD POLICY RESOLUTION NO 1 BOOK OF RESOLUTIONS

WHEREAS, Article III, Section 2 of the Bylaws provides that the Board of Directors shall have and shall exercise the powers and duties of the Association in accordance with the Maryland Condominium Act, Section 11-109(d) and further may do all such acts and things except as by law, by the Declaration or by those Bylaws may not be delegated to the Board of Directors by the Unit Owners; and

WHEREAS, Article IV Section 6 of the Bylaws, requires the secretary to keep a complete record of all the condominium affairs including the Book of Resolutions; and

WHEREAS, it is necessary to establish policy and procedures relative to the Book of Resolutions;

NOW, THEREFORE, BE IT RESOLVED THAT the Book of Resolutions shall be an orderly and indexed record of the Rules and Regulations of the Association and of the more far-reaching and precedent setting types of resolutions that are adopted by the Board, specifically Board Policy Resolutions and Board Special Resolutions, as described below.

1) Book Format: The Book of Resolutions shall be composed of two main sections, one for Policy Resolutions and one for Special Resolutions, such resolutions to be arranged in each section in order of their adoption. These resolutions shall be classified as follows:

a) "Policy Resolutions" shall mean and refer to resolutions adopted by the Board of Directors which specifically relate to the long term governance of the Association, including, but not necessarily limited to, actions affecting members' property rights, actions affecting members' obligations, and protection of the equity of the Association and members. All policy resolutions shall be recorded as Part One of the Book of Resolutions of the Association.

b) "Special Resolutions" shall mean and refer to those resolutions adopted by the Board which relate to the internal operation of the Association, including but not limited to, committee terms of reference, single task actions and other such general matters which do not deal with policy. Special resolutions shall be recorded as Part Two of the Book of Resolutions.

2) Definitions: This Book of Resolutions shall incorporate by reference all definitions contained in the Maryland Condominium Act and the Founding Documents.

3) Format of Resolution: The format of resolutions shall conform to the format set out on the attached Exhibit A.

4) Responsibility: The secretary or legal counsel shall be responsible for maintaining the Book of Resolutions.

5) Inspection: The Book of Resolutions shall be made available for inspection by any member or representative of one of the projects institutional lenders, upon request, during normal business hours.

6) Conflicts: Where the Book of Resolutions conflicts with the Founding Documents, those founding documents shall prevail.

7) Severability: The invalidity of any portion of the Book of Resolutions shall not impair or affect in any manner the validity, enforceability, or effect of the balance of the Book of Resolutions.

8) Applicability: Wherever in this Book of Resolutions reference is made to "members," such term shall apply to the owner of any unit, to his family, tenants in residence, servants, employees, agents, visitors, and to any guests, invitees or licensees of such owner. Wherever in this Book of Resolutions reference is made to the Association, such reference shall include the Association the Managing Agent where such authority is delegated by the Association to the Managing Agent.

9) Compliance: All members shall comply with the provisions of the Book of Resolutions.

10) Enforcement: The Association, or any member shall have the right to enforce, by any proceeding set forth herein, in the Founding Documents, or at law or in equity, all provisions of the Book of Resolutions as well as the Founding Documents. Failure by the Association or any member to enforce any of the provisions of this Book of Resolutions shall in no event be deemed a waiver of the right to do so thereafter. A waiver of such rights shall be effective only pursuant to an instrument in writing signed by the party to be charged with such waiver and shall be limited to the particular provision contained herein which is expressly set forth as being waived.

11) Violation and Nuisance: Every act or omission whereby any provision of this Book of Resolutions is violated in whole or in part is hereby declared to be a nuisance and may be enjoined or abated, whether or not the relief sought is for negative or affirmative action, by Developer, the Association, or any member.

All members must observe and abide by all Rules and Regulations adopted by the Board as well as those posted by authorities. Members who fail to abide by such Rules and Regulations are subject to all other enforcement provisions of the governing documents.

Each Member expressly agrees that if he, any member of his family, tenants, guests, invitees, or licensees shall violate any of these Regulations, he will hold the Association harmless for any and all damages or losses that may ensue, and expressly waives any and rights and notices in connection therewith that he may have under the provisions of state or county laws and ordinances.

12) Violation of Law: Any violation of any state, municipal, or local law, ordinance or regulations, pertaining to the ownership, occupation, or use of any of the Properties is hereby declared to be a violation of this Book of Resolutions and is subject, at the discretion of the Board, to any or all of the enforcement procedures set forth herein.

13) Remedies Cumulative: Each remedy set forth in this Book of Resolutions shall be in addition to all other remedies whether available at law or in equity, and all such remedies, whether or not set forth in this Book of Resolutions, shall be cumulative and not exclusive.

14) Reference of Pronouns: All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular and plural as the identity of a person or persons or entities may require.

15) Method of Adoption: All resolutions shall contain an indication of whether they were adopted at a regular or special meeting of the Board, as well as the date of adoption.

16) Amendment: The Association reserves the right to alter, amend, modify, repeal, or revoke any provisions set forth in this Book of Resolutions at any time by resolution of the Association or the Board of Directors.

Approved at a regular meeting of the Board. Replaces Policy Resolution No. 1, dated 10/24/78

APPROVED:

10/30/80
(Date)

| | | |
|---|-----------------------------|--|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <u>Arthur G. Ueberroth, Jr.</u> Arthur G. Ueberroth, Jr., - President |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <u>Elaine L. Roylance</u> Elaine L. Roylance - Vice President |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <u>Patricia L. Penzias</u> Patricia L. Penzias - Secretary |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <u>Jack Cohen</u> Jack Cohen - Treasurer |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <u>Edward J. Byrne</u> Edward J. Byrne - Board Member |

BOARD POLICY RESOLUTION NO. 2-3 COLLECTION OF ASSESSMENTS

WHEREAS, Article V, Section 5, of the Fairwinds of Annapolis Condominium (the Condominium) Bylaws creates an obligation for Unit Owners to pay, in advance, common expenses and charges (assessments) assessed by the Board of Directors; and

WHEREAS, Article V, Sections 6 and 7 of those Bylaws set forth certain remedies and options relative to non-payment of assessments; and

WHEREAS, the Board of Directors recognizes that there is a need to establish orderly procedures for the billing and collection of said assessments, and to use the least cumbersome, most effective method available, pursuant to the applicable documentary and statutory requirements and authority;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of Fairwinds of Annapolis Condominium hereby duly adopts the following to replace in full, former Board Policy Resolution No. 2-2 entitled Collection of Assessments approved April 21, 1983:

I. GENERAL

- 1) Annual Common Expense assessments shall be payable in monthly installments.
- 2) All monthly installments of the annual assessments shall be due and payable in advance on the first day of the applicable month.
- 3) Each unit owner shall furnish the Condominium with his name and current mailing address as provided in Section 11-109(c)(3) of the Maryland Condominium Act. All documents, correspondence, and notices relating to the charges shall be mailed to the address which appears on the books and records of the Condominium as maintained by the Managing Agent, and as modified in writing by the unit owner from time to time. If the Unit owner has not designated a different address to be listed on the books and records, all correspondence and notices shall be sent to the unit owner at the unit address.
- 4) Failure to receive a billing statement shall not relieve the Unit owner of the obligation to pay the amount due by the due date.
- 5) The Managing Agent shall provide the attorney with a statement of collection costs incurred by it prior to referral, and all collection costs incidentally incurred by it thereafter. In order to facilitate any collection procedure employed, the Managing Agent will advise the attorney of any and all information available to it that pertains to the delinquent Unit owner, including place of employment, and bank account information.
- 6) The Managing Agent shall promptly notify the attorney of any payments or other correspondence it receives on behalf of the delinquent Unit owner while the attorney is actively involved in the collection.

7) The attorney will keep a full accounting of all legal fees and expenses paid by the law firm on the Condominium's behalf. All monies received for payment of the delinquent account will be transmitted directly to the Managing Agent.

8) It is the intention of the Board of Directors that the least cumbersome, most effective method of collection be used at all times. In this regard, those employing this collection procedure are authorized to deviate from it when special circumstances indicate that such deviation is in the best interests of the Condominium. As such, the Board of Directors may grant a waiver of any provision herein upon a written petition from a Unit owner alleging a compelling personal hardship. Such relief, if granted, shall be appropriately documented in the records of the Condominium.

9) This procedure will be reviewed periodically by the Board of Directors of the Condominium in consultation with the attorney and the Managing Agent to ensure that the procedure is effective and in compliance with current law.

II. COLLECTION PROCEDURES AND SANCTIONS FOR DELINQUENT ACCOUNTS

1) If payment of any assessment is not received in the office of the Condominium, its Managing Agent, or its designated banking facility by the sixteenth day of the month when due, a late fee of fifteen dollars (\$15.00) will be automatically added to the account to become part of the continuing lien for assessments as provided for in Article V, Section 7 of the Bylaws, until all sums due, including such late charges, have been paid in full.

2) If the Condominium receives from any Unit owner, in any accounting year, two or more checks tendered for payment of assessment installments, which are returned unpaid by the Unit owner's bank, the Board may require that unit owner to make payments for the remainder of the fiscal year by cash, certified check, cashier's check, treasurer's check or money order. A handling fee of not less than ten dollars (\$10.00) may be assessed for any personal check returned unpaid by the bank.

3) Partial payments tendered either to the Condominium's Managing Agent or its attorney may be accepted, but only payment in full will stop collection proceedings unless the Board of Directors expressly agrees otherwise. Unless otherwise specifically agreed in writing by the Board of Directors, payments which are not allocated will be applied in the order first to last as follows: 1) In-Unit Service charges, 2) attorneys' fees, 3) collection costs, 4) interest charges, 5) late fees, 6) other properly assessed fees and charges, 7) principal common expense assessment arrearage, and 8) current principal due (including accelerated principal due if any).

4) If payment of an assessment installment is not received in the office of the Condominium, its Managing Agent, or its designated banking facility by the tenth (10th) day of the month when due, the Managing Agent shall send to the unit owner(s) of record, not later than the fifteenth (15th) day of that month, a notice of the unit owner's delinquency as provided in this paragraph.

The notice shall:

a) Request immediate payment of all assessment installments due of whatever nature, and advise the unit owner that a late charge of fifteen dollars (\$15.00) will be assessed if payment in full is not received by the sixteenth day of that month; and

b) Advise the unit owner that unless payment in full is received within fifteen (15) days from the date of the notice, all assessment installments will be accelerated for the remainder of the fiscal year, and will constitute a lien on the unit in accordance with law.

5) The Managing Agent shall forward to the attorney a list of all delinquencies for collection as soon after the thirtieth (30th) day of delinquency as possible. The list sent to the attorney shall reflect the current information contained in the Condominium's official books and records and shall include for each delinquent unit owner the unit owner's complete name, mailing address, address of unit owned, and a breakdown of the total fees due. A copy of the notice mailed to the unit owner as required in Paragraph 11.4. above shall also be sent to the attorney. Once a delinquent account has been referred to the attorney for collection, no further billing statements, or other correspondence relating to the delinquency, shall be sent to the unit owner by the Managing Agent without first notifying the attorney of its nature and content.

6) Promptly upon receipt of the list of delinquencies from the Managing Agent, the attorney shall cause a title search to be conducted and will cause each delinquent unit owner to be served with a demand letter and a Notice of Intent to Create a Lien pursuant to Maryland law. The letter will demand payment to be made to the Managing Agent within ten (10) days of all assessments due, interest at 8%, any applicable late charges, the actual costs of collection (including service costs) plus reasonable attorneys' fees, and any other properly assessed amount due from whatever source. The letter will also advise that each unit owner must sign for and accept the Notice of Intent to Create a Lien sent by certified mail, or be responsible for the additional costs involved for personal service by other means. Notice of the delinquency may also be sent to the mortgagee(s), if any, of the unit. The letter will contain any and all additional information required by law.

7) The attorney will promptly advise the Managing Agent if the unit owner files a Complaint in the Circuit Court for Anne Arundel County to determine whether probable cause exists for the establishment of a lien pursuant to the Maryland Contract Lien Act. The attorney will take any and all legal action necessary to establish the lien and will promptly advise the Managing Agent of hearing dates and other pertinent events. If a court hearing is required, representatives of the Managing Agent and the Board of Directors shall be made available upon request by the attorney to testify on behalf of the Condominium concerning the legitimacy of all amounts claimed in the Notice of Intent to Create a Lien and concerning all other matters as deemed appropriate by the attorney. In such proceeding, the attorney shall request the Court to assess all legal expenses against the unit owner for costs incurred in establishing the lien.

8) If the Circuit Court determines that probable cause exists for the establishment of the lien, the attorney will undertake to establish the lien in accordance with law. If the Circuit Court

determines that probable cause does not exist for the establishment of the lien, the attorney will advise the Board of Directors of the decision and recommend what further action, if any, should be taken to collect the amounts due.

9) If, within thirty days from the service date of the Notice of Intent to Create a Lien, the delinquent unit owner fails to remit the total amount due as claimed and does not exercise the rights as stated in the information mailed by the attorney, a Statement of Lien, previously prepared by the attorney and executed by the Managing Agent, will be recorded by the attorney among the Land Records of Anne Arundel County. The Statement of Lien shall claim all assessments due of whatever nature (including accelerated amounts), late charges, interest, collection costs, and other charges permitted by law, together with reasonable attorneys' fees.

10) Upon recordation of the lien statement among the County Land Records, the attorney shall notify the mortgagee(s) and the delinquent unit owner of the establishment of the lien. The attorney will evaluate the various collection alternatives, and in accordance with Paragraph I.8 of this Resolution and recommend the best alternative to the Board via its Managing Agent. The Managing Agent shall, at the next regular meeting of the Board, present such matters to the Board for its consideration and decision concerning what type of action, if any, should be taken to collect the amounts due. The Managing Agent will immediately notify the attorney of all action taken by the Board, and the attorney shall proceed with the collection action as directed.

11) If an action is filed by the Condominium to foreclose on a recorded Statement of Lien, payment on the delinquent account may be accepted and applied in accordance with Paragraph II. 3 above at any time until completion of the auction of the property under foreclosure. However, only full payment of all obligations of the unit owner then owing to the Condominium, including costs and expenses of the foreclosure sale and all accrued attorneys' fees, will stop the foreclosure proceedings.

12) If a judgment for delinquent assessments is obtained on behalf of the Condominium and is not promptly paid, the attorney will prepare and file a Request to File Notice of (Judgment) Lien with the District Court of Anne Arundel County and with any other jurisdiction where the attorney knows the judgment debtor owns real property. If the judgment is not paid in full within thirty (30) days after judgment is entered, the attorney shall within a reasonable time thereafter, send a post-judgment collection letter to the debtor demanding payment in full within fifteen days from the date of that letter.

13) The Board of Directors, its attorneys and agents may take any other lawful action deemed necessary or advisable to collect any judgment or delinquent assessment.

The foregoing Fairwinds of Annapolis Condominium, Board Policy Resolution No. 2-3, entitled, Collection of Assessments, is

APPROVED BY:

yes no Edward J. Byrne
Edward J. Byrne, Chairman and Director

yes no Charles A. Wheeler
Charles A. Wheeler, Vice Chairman and Director

yes no Lowell G. Salmon
Lowell G. Salmon, Secretary and Director

yes no Jack Lewnes
Jack Lewnes, Director

yes no _____
Joseph Lipt, Director

yes no Mary Francis Raasch
Mary Francis Raasch, Director

yes no John Edward Sakers
John Edward Sakers, Director

Date Approved: May 17, 1990

**BOARD POLICY RESOLUTION NO. 3-3
ACCESS TO UNITS**

WHEREAS, Article III, Section 2(a) of the Bylaws charges the Board of Directors with providing for the operation, care, upkeep, and maintenance of the common elements; and

WHEREAS, Article IV, Sections 11 and 16 of the Bylaws provides for certain obligations of Unit Owners to permit access of persons authorized by the Board of Directors to the units; and

WHEREAS, it is necessary to establish a procedure by which such provisions may be effected and to establish guidelines under which the Association will operate to protect the interests of the Condominium and the individual Unit Owners and occupants;

NOW, THEREFORE, BE IT RESOLVED THAT the following guidelines and procedures be adopted:

EMERGENCY ENTRY

1) The Managing Agent and/or any other persons authorized by the Board of Directors or the Managing Agent, are entitled to enter an Owner's unit only for the following purposes:

- a) Abatement or removal of any structure, thing or condition which may exist in the unit contrary to the intent and meaning of the Condominium Declaration, Bylaws, and/or Rules and Regulations;
- b) Installation, alteration, or repairs to mechanical, plumbing or electrical services or other common elements in the unit or elsewhere in the condominium;
- c) Instances where entry into the unit is authorized by the unit Owner or tenant of the unit in question.

EMERGENCY KEYS

1) The owner or tenant is obligated to provide the Association with (a) key(s) to his unit. If additional locks are added or if the locks are changes by an Owner or tenant, a copy of the new key(s) must be provided to the Office.

2) "Emergency," as used in this context, shall mean and refer to any event wherein life, limb or property is in jeopardy.

3) In order to protect the Association from liability and to protect each owner's security, the following security measures as to keys have been put into effect:

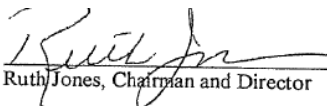
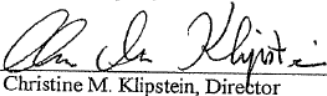
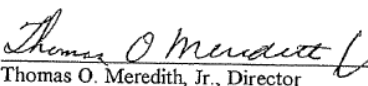

- a. Keys have been coded and placed in a locked container. The code does not indicate the address served by the key.
- b. The key index, which relates a given key to a given address, is kept in a separate, locked container.
- c. If a key is lost by the Association, the lock will be changed and a new key issued, at the expense of the Association.
- d. In order to enhance security, the Association reserves the right to periodically check the emergency keys.
- P. In all except emergency cases, the Association shall give prior notice of the need to access the Unit. To the extent practicable, arrangements will be made with the occupant to gain access.
- f. In case of an emergency wherein property, life, or limb is in Jeopardy, the Association will make a reasonable attempt to contact the Owner or tenant prior to entering the Unit.
- g. If the Association enters a Unit. from which owners or tenants are absent, the Association will leave written notice of the date.; time and purpose, of entry signed by the authorized' Association representative.

4) If an owner or tenant fails to provide current working keys and emergency access to a Unit is necessary, the owner or tenant shall bear all costs related to emergency entry. Those costs may include damage caused to that Unit, another Unit and/or the Common Elements and any additional liabilities related to the occurrence.

This Policy Resolution supersedes Board Policy Resolution No. 3-2 dated April 20, 1995 and any policy dated prior to April 20,1995 under the title of Access to Units.

The foregoing Fairwinds of Annapolis Condominium, Board Policy Resolution No. 3-3, entitled, Access to Units, is

APPROVED BY:

| | |
|---|--|
| <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |  _____ Ruth Jones, Chairman and Director |
| <input type="checkbox"/> yes <input type="checkbox"/> no | _____ Linda Lang, Secretary and Director |
| <input type="checkbox"/> yes <input type="checkbox"/> no | _____ Edward J. Byrne, Director |
| <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |  _____ Christine M. Klipstein, Director |
| <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |  _____ Thomas O. Meredith, Jr., Director |
| <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |  _____ James Scott O'Barr, Director |

Date Approved: 18 DEC. 2002

BOARD POLICY RESOLUTION NO. 4-3 LEASING OF UNITS

WHEREAS, Article III, Section 2 of the Bylaws provides that the Board of Directors shall have and shall exercise the powers and duties of the Association in accordance with the Maryland Condominium Act; and

WHEREAS, Article V, Section 13(g) of the Bylaws creates certain conditions for leasing of a unit; and

WHEREAS, to ensure conformance with the Governing Documents and to assure proper administration relative to leased units, lessees and absentee owners, it is necessary to establish certain procedures relative to leasing of unit.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. All leases must be in writing.
2. No portion of a unit other than the entire unit may be leased.
3. All leases shall be subject to the provisions of the Governing Documents.
4. Owners shall submit to the Fairwinds Managing Agent a completed supplemental sheet, provided by Fairwinds, containing pertinent information regarding tenancy of the unit and maintenance of services through the Association. Such supplemental sheet will be signed by the unit owner and the tenant. This supplemental sheet will be an official part of the Association's records for the leased unit. A copy of the supplemental sheet is attached as Exhibit A.
5. Unit owners, tenants and other occupants of the property will each be held strictly accountable for violations of the Governing Documents and any expenses incurred by the Council of Unit Owners for damage to, or destruction of, the common elements or another unit. Fines and other sanctions may be imposed in accordance with Board Policy Resolution No. 11-2 (and any subsequent versions of this policy). Under the Maryland Condominium Act, fines may be imposed on tenants and, if not paid, may become liens on the owner's unit. To this extent, therefore, unit owners are responsible for their tenant's activities.
6. In the event a tenant is evicted, personal items removed from the unit must be placed in one of two locations as shown on the attached map marked Exhibit B. Such personal items shall be considered abandoned and will be removed and disposed of by the Association. The Association will bill the unit owner for the cost of such removal. It is anticipated that the tenant and/or unit owner will immediately remove any personal items deposited as a result of eviction. The Association assumes no liability for removal of any abandoned personal property.
7. In the event of any conflict between the provisions of this Policy Resolution and any provisions of the Governing Documents or applicable law, the provisions of the Governing Documents or law shall prevail. If any provision(s) of this Policy Resolution is thereby unenforceable, all other provisions hereof and the particular provision, clause, sentence or section in question in other situations where no conflict arises shall nevertheless continue in full force and effect.

This Policy Resolution supersedes Board Policy Resolution No. 4-2 dated May 17, 1985 and any policy dated prior to May 17, 1985 under the title of Leasing of Units.

The foregoing Fairwinds of Annapolis Condominium, Board Policy Resolution No. 4-3, entitled, Leasing of Units, is

APPROVED BY:

yes no

Thomas O. Meredith, Jr., Chairman and Director

yes no

Edwin C. Weber

Edwin C. Weber, Vice-Chairman and Director

yes no

Patricia L. Penzias

Patricia L. Penzias, Secretary and Director

yes no

Edward J. Byrne

Edward J. Byrne, Director

yes no

Ruth Jones

Ruth Jones, Director

yes no

Patrick Maloy

Patrick Maloy, Director

yes no

John Edward Sakers

John Edward Sakers, Director

Date Approved: 3-19-98

EXHIBIT A

This supplemental sheet is required to be on file with each current lease of the unit listed below and is designed to provide information regarding the proper individual/organization to be contacted if there are any issues to be resolved regarding the tenancy of:

Address of leased unit: _____

Name of Owner: _____

Owner's Address: _____

Telephone # Home: _____ Work: _____

Name of Tenant(s) _____

Telephone # Home: _____ Work: _____

Name and Address of Firm or Organization responsible for management of leased unit:

Name and Title of Agent to be contacted: _____

Telephone # Home: _____ Work: _____

In the event of a situation of an emergency or non-emergency nature which requires contact by Fairwinds of Annapolis Condominium Management, the individual indicated below should be contacted:

(Please Check One:) Contact Owner
 Contact Tenant
 Contact Management Agent

Tenant does _____ does not _____ have a pet. If the tenant has a pet or pets, a pet registration form must be completed and submitted to the office and will be a part of the official records. Pet Registration forms can be obtained from the Association Office.

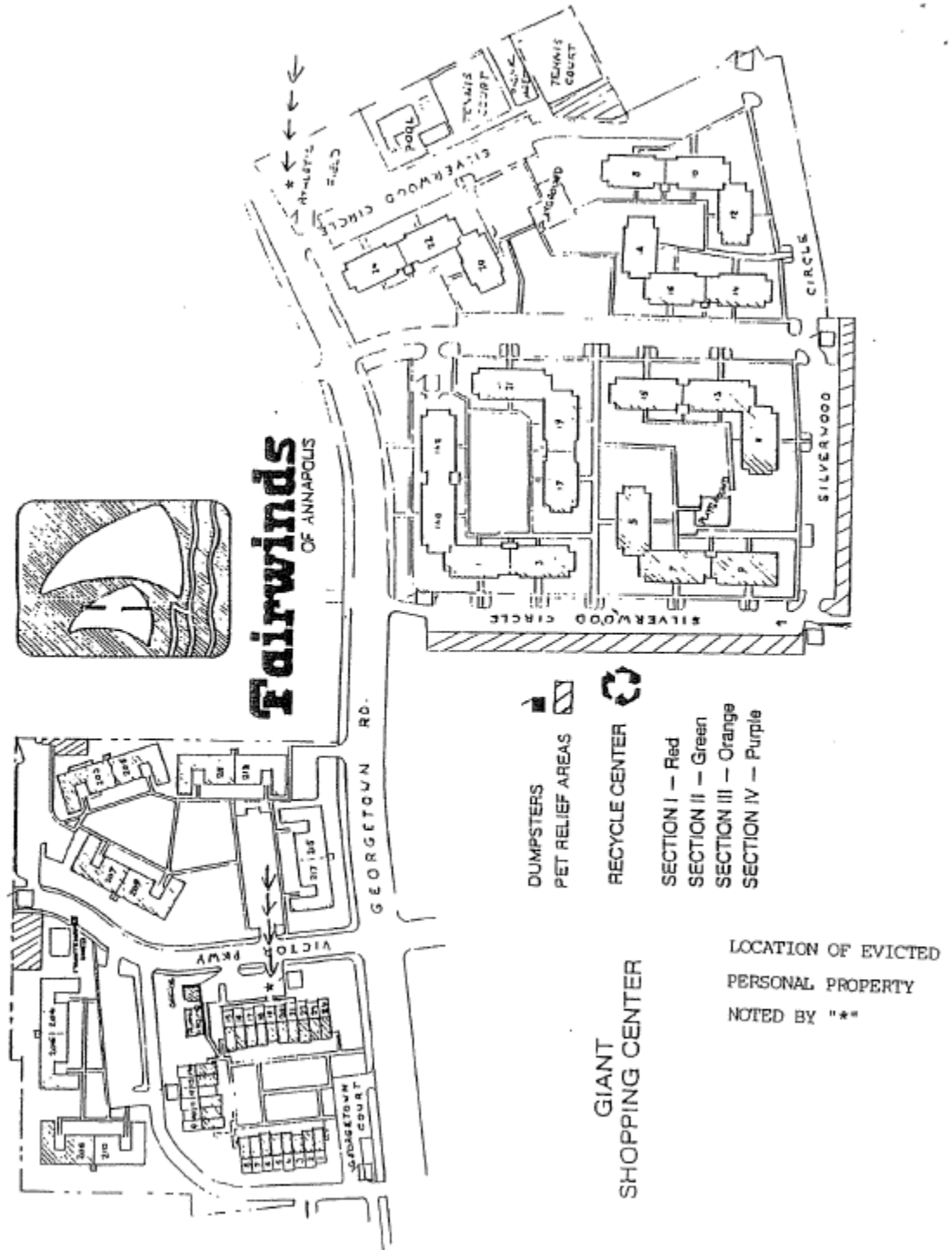
The tenant (Name) _____ currently leasing the unit at the address above, has received from the owner or owner's leasing agent, full copies of the covenants or policies of the Fairwinds of Annapolis Condominium Association and is hereby notified that such regulations must be observed during the tenancy of this unit.

Owner: _____ Owner: _____ Date: _____

Tenant: _____ Tenant: _____ Date: _____

NOTE: Full copies of Fairwinds Policy Resolutions can be obtained from the Association Office for a reasonable fee.

EXHIBIT B



BOARD POLICY RESOLUTION NO. 6-2 ARCHITECTURAL REVIEW PROCEDURES

WHEREAS, Title 11-115 of the Maryland Condominium Act and Article V, Section 15 of the Bylaws requires Unit Owners to obtain prior written consent of the Board for certain changes to Units or common elements; and

WHEREAS, pursuant to Board Special Resolution No. 3, the Board has established a Covenants Committee to review applications for such changes; and

WHEREAS, the Board deems it necessary to establish guidelines and procedures for Unit Owners wishing to make changes to their Unit or the Common Elements;

NOW THEREFORE, BE IT RESOLVED THAT the following be adopted:

I. POLICY

Certain interior and all exterior alterations or additions require approval of the Board of Directors.

Certain alterations and additions are prohibited by this resolution.

Owners are held responsible for assuring that approved alterations and additions are made only in accordance with the provisions of this resolution.

Failure to comply subjects the Unit Owner to the remedies set forth in the governing documents.

II. APPLICATION AND REVIEW PROCEDURES

A) Owners wishing to make any of the alterations or additions enabled by the Resolution must submit a written application to the Covenants Committee.

B) Each alteration or addition must be specifically approved, even when a similar or substantially identical alteration or addition has been previously approved.

C) Approval of any project by the Board of Directors does not release the owner from the necessity of obtaining the required governmental permits, nor does obtaining a governmental permit eliminate the need for Board approval; however, approval by the Board constitutes authority for the applicant to obtain necessary governmental permits.

D) The applicant shall be informed in writing of the decision by the Board. If a proposal is rejected, the reason(s) for disapproval shall be stated as part of the written decision. The applicant is free to request reconsideration by appeal to the Board if new or additional information which might clarify the request or demonstrate its acceptability is provided.

E) If applicant desires to make changes during construction, the Management Agent must be notified immediately and a revised application must be submitted to the Covenants Committee.

F) The Board, or its designee, may inspect to insure that the work is in compliance with the approved plans.

G) Copies of all applications will be filed along with the written decision. There will be a cross-index which groups cases into types which shall be made available to any resident considering an alteration.

III. DESIGN GUIDELINES

A) The following are prohibited:

- 1) Exterior structural changes
- 2) Awnings
- 3) Storage sheds or similar structures
- 4) Dog houses or similar structures
- 5) Planter boxes attached to the building
- 6) Exterior antennas
- 7) Window air conditioners
- 8) Clotheslines

B) Utilities

- 1) If the proposed change to the electrical/plumbing service in a Unit would permanently affect other Units or the common elements, the change is prohibited.
- 2) Provided that a change to the electrical/plumbing service in a Unit does not affect another Unit or the Common Elements, Board of Director approval is not required, provided that all applicable governmental permits are obtained.
- 3) If it is necessary to temporarily interrupt common electrical/plumbing service, the managing agent must be notified in advance.
- 4) The Association assumes no responsibility for any damage to person or property resulting from or related to any change in wiring or plumbing from that originally installed, whether or not such change has the approval of the Board.

C) Painting, Wallpapering, Decorating

Painting, wallpapering, and decorating (non-structural changes) within a Unit's boundaries, as defined in Article I of the Declaration, do not require application. Painting, wallpapering, and decorating of the Common Elements is prohibited. Seasonal decorations are permitted without application so long as they are tasteful and timely for the season.

D) Doors/Hardware

Any changes of doors or hardware by the Unit Owners after initial conveyance must be approved by the Board. Standard deadbolt locks are permitted without Board approval, provided a

working key for emergency access is deposited at the Association office in accordance with Board Policy Resolution No. 3-2.

E) Signs

No signs of any character shall be erected, posted or displayed by any Unit Owner upon any unit, Common Element or Limited Common Element without the prior consent of the Board. Generally, all signs except those which are for safety and security or as required by law are prohibited.

F) Patio Areas/Balconies

Any permanent changes or improvements to the patio areas and/or balconies require application and Board approval. (See Guidelines for Improvements to the Limited Common Elements.)

G) Relocation of Boundaries Between Units or Subdivision of Units

Pursuant to Articles I and II of the Declaration and the provisions of Title 11, Section 107 of the Maryland Condominium Act, Unit owners may relocate boundaries between units or subdivide units subject to application and approval of the Board of Directors.

This Policy Resolution supersedes Board Policy Resolution No. 6-1 dated March 20, 1986 and any policy dated prior to March 20, 1986 under the title of Architectural Review Procedures.

The foregoing Fairwinds of Annapolis Condominium, Board Policy Resolution No. 6-2, entitled, Architectural Review Procedures, is

APPROVED BY:

| | | |
|---|-----------------------------|---|
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>Edward J. Byrne</u> Edward J. Byrne, Chairman and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>Edwin C. Weber</u> Edwin C. Weber, Vice-Chairman and Director |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | <u>LaVergne K. Troutner</u> LaVergne K. Troutner, Secretary and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>Tom Meredith, Jr.</u> Tom Meredith, Jr., Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>Patricia Penzias</u> Patricia Penzias, Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>John Edward Sakers</u> John Edward Sakers, Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>Lowell G. Salmon</u> Lowell G. Salmon, Director |

Date Approved: 4-20-95

**POLICY RESOLUTION NO. 7-4
KEEPING AND CONTROLLING OF ANIMALS**

WHEREAS, Article III, Section 2(1) of the Bylaws empowers the Board of Directors to establish rule and regulations for the use of the property; and,

WHEREAS, Article V, Section 13(j) of the Bylaws sets forth, in general terms, the basic policy of the Association regarding the control of animals and pets; and,

WHEREAS, The Board of Directors of the association deems it advisable for the benefit of the community to establish a specific policy regarding pets and animals with in the Condominium; and,

WHEREAS, the policy as hereinafter set forth is intended to be in furtherance of and not in derogation of the provisions of the Bylaws; and,

WHEREAS, to provide for the preservation and enhancement of the property values, amenities, and opportunities contributing to the personal and general health, safety, and welfare of residents, the Board wishes to establish a policy regarding pets and animals;

NOW THEREFORE BE IT RESOLVED THAT the following guidelines be adopted:

I. General Pet and Animal Guidelines

- a) No livestock, poultry or other animals shall be kept on any lot of for breeding purposes, and in no event shall any stable, hutch, barn, coop, or other housing or shelter for animals be placed or maintained upon any common or limited common element. Notwithstanding anything to the contrary herein contained, dogs, cats, and other household pets may be kept on the property provided that said pets are not kept for commercial purposes or for breeding and that they do not create a nuisance or disturbance. Further, the total of such household pets shall not exceed (1) in number. This numerical limitation does not include such pets as goldfish, gerbils, canaries, or other similar caged animals. The Board of Directors shall have the right to order any person whose pet is a nuisance to remove such pet from the Property.
- b) All animals must be carried or leashed and attended by a responsible person when on the general common elements in accordance with Anne Arundel County codes/ordinances. No animal is permitted in or on any improved common element, including, but not limited to, pool areas, tennis courts, playgrounds and/or playground equipment or other recreational facilities.
- c) Owners shall not allow an animal to deposit any waste on any common element, except in areas designated by the Board of Directors. Pursuant to Article V, Section 13(j) of the Bylaws, the animal's owner shall immediately remove any such waste deposited by the animal or animals on any common element.
- d) No animal may be leashed to any stationary object on any common element, including, but not limited to, balcony or patio railings, trees, fence railings, or benches.

- e) In the absence of the owner or other responsible person, animal(s) shall not be permitted to remain unaccompanied on any balcony or patio for an extended period of time. Nor shall the owners allow such animal(s) to deposit any waste in those areas.
- f) Owners shall not allow their animal(s) to cause or to make noises within or outside of buildings of sufficient volume or duration to disturb other residents.
- g) A pet owner is responsible for any property damage, injury or disturbance their pet(s) may cause or inflict.
- h) Owners are responsible for the appropriate and sanitary disposal of their dead animals. No animal shall be buried on any common or limited common element.
- i) No resident shall inflict injury or act with cruelty to any animal on the Fairwinds property.
- j) No person shall make food available on the common or limited common elements for animal or birds, either domestic or wild.
- k) Every female animal, while in heat, shall be kept secured by the animal's owner in such a manner that she will not be in contact with other animals or create a nuisance by attracting other animals.
- l) In accordance with Anne Arundel County ordinances, all cats and dogs must have and maintain current registration and rabies I.D. Tag that must be attached to the collar or harness worn by the animal. Cat and dog owners are expected to comply with this regulation.
- m) All animal bites and/or attacks should be reported immediately to the Anne Arundel County Animal Control Division and to the Association Office. In the case of an accident involving an animal, the person(s) involved should render or seek out all possible assistance and notify the animal's owner as soon as possible.
- n) All diseased, stray or unlicensed dogs and/or cats should be reported to the Anne Arundel County Animal Control Division and the Association Office.

II. REGISTRATION OF ANIMALS

- a) Every animal owned by a resident must be registered at the Association Office. Forms for this purpose (exhibit A, attached) are available at the association office and must be filed immediately upon occupancy of the unit. Copies of the County pet registration as well as a picture of the animal to be registered must be submitted to the management office. Failure to comply with the registration could result in action by the Board of Directors against both the animal owner and the unit owner.

b) In the instance of leased property, it is the responsibility of the unit owner to obtain the signature of the leasee on the animal registration form included in this resolution; additionally, it shall be the unit owner's responsibility to submit the registration form(s) to the Association Office.

This Policy Resolution supersedes Board Policy Resolution No, 7-3 dated June 1, 2005 and any policy dated prior to November 1, 1982 under the title of Keeping and Controlling of Animals, is

APPROVED BY:

| | |
|--|---|
| <u>E. Michele Cross</u> E. Michele Cross, President | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| <u>David Iams</u> David Iams, Vice President | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| <u>Laura Atkinson</u> Laura Atkinson, Secretary | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| <u>Lloyd Wheeler</u> Lloyd Wheeler, Treasurer | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| <u>Kenneth Hatch</u> Kenneth Hatch, Director | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| <u>Fred Pollock</u> Fred Pollock, Director | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| <u>Steve Stark</u> Steve Stark, Director | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |

DATE APPROVED: June 27, 2011

ANNE ARUNDEL COUNTY ANIMAL CONTROL LICENSE APPLICATION

| | | | | | | | | |
|--|--|----------------|----------------------|------------|-------------|---|--|--|
| ANNE ARUNDEL COUNTY ANIMAL CONTROL LICENSE APPLICATION 411 MAXWELL FRYE RD., MILLERSVILLE, MARYLAND 21108 | | | | | | <input type="checkbox"/> DOG <input type="checkbox"/> CAT | LICENSE NO. (RENEWAL ONLY) <input type="text"/> | |
| OWNER'S LAST NAME | | | FIRST NAME | | | M.I. | | |
| AREA CODE | | HOME PHONE NO. | | AREA CODE | | WORK PHONE NO. | | |
| AREA CODE | | CELL PHONE NO. | | | | | | |
| DATE OF BIRTH (MM-DD-YYYY) | | | DRIVER'S LICENSE NO. | | | SEX | | |
| If home and mailing addresses are different, include mailing address on separate sheet. | | | | | | | | |
| STREET NO. | | DIRECTION | STREET NAME | | | TYPE | APT. NO. | |
| CITY OR TOWN | | | | | STATE | | ZIP CODE | |
| ANIMAL'S COMMON NAME | | | | | | SEX | | |
| BREED | | | | COLOR(S) | | | | |
| MICROCHIP NO. | | | MICROCHIP BRAND | | | TATTOO NO. | | |
| ANSWER WITH "Y" OR LEAVE BLANK | | ALTERED | K-9 CORP | SEEING EYE | HEARING EAR | SPECIAL ASSISTANCE SERVICE DOG | | |

General Information

Any dog or cat residing in Anne Arundel County that is 4 months of age or older must have an Anne Arundel County License. Proof of a current rabies vaccination is required to obtain a license. Licenses may be purchased through the mail or in person at 411 Maxwell Frye Road, Millersville, MD, 21108, Tuesday-Saturday 10:00am—3:00pm.

The annual fee for a license is:

1. for each dog or cat NOT spayed or neutered \$15.00
2. for each spayed or neutered dog or cat \$4.00
3. for an owner who is at least 60 years old (Senior) or is receiving disability benefits (disabled) as a result of a finding of permanent and total disability under the Social Security Act or the Railroad retirement Act or by the United States Civil Service Commission or the Veterans Administration:
 - (i) for each dog or cat *NOT* spayed or neutered \$8.00
 - (ii) for each spayed or neutered dog or cat... no charge
4. for any seeing eye, hearing ear, special assistance dog or a dog trained and registered in the K-9 Corps... no charge
5. for each dog or cat in a licensed kennel that is *NOT* spayed or neutered \$10.00 and for each spayed or neutered dog or cat \$4.00
6. for each dog or cat in a licensed kennel with a senior or disabled owner that is *NOT* spayed or neutered \$4.00 and for each spayed or neutered dog or cat ... no charge

**Proof of altering, senior or disabled status, or of kennel license ownership is required for application discounts*

An owner shall apply for a license within 10 days after the owner's dog or cat becomes four months old. All licenses shall expire one year from the last day of the month in which the license was issued. All licenses shall be renewed annually for as long as the owner owns the dog or cat. Application for renewal which will be mailed to the owner by Animal Control should be returned with the annual license fee and updated rabies and altering certificates whenever applicable. Failure to purchase a license will result in a penalty fee of \$10.00 being added to the normal cost.

Upon payment of the license fee, a license and numbered metal license identification tag shall be issued. The license shall be securely fastened to the dog or cat at all times other than while on the owner's premises. Licensing questions should be directed to Animal Control at (410) 222-8900.

FAIRWINDS ANIMAL REGISTRATION FORM

Date: _____ Name of Unit Owner: _____

Unit Address: _____

Name of Tenant (If applicable): _____

Owner's Address (if non-resident): _____

Owner's Phone Number: (Home): _____ (Work): _____

Tenant's Phone Number: (Home): _____ (Work): _____

Emergency Contact (Name and Phone): _____

Type of Pet: Dog: _____ Cat: _____ Other: _____

Breed: _____

Pet's Name: _____

Weight: _____ Height: _____ Color: _____

Current Anne Arundel County Registration Number: _____

(go to www.AAcounty.org/animalcontrol/license.com)

Identifying marks, including collar, tags, etc.: _____

(See Picture Attached)

The above information must be on fill in the Association office, 212 Victor Parkway

STATEMENT:

I/We have received a copy of Fairwinds of Annapolis Condominium Unit Owners Association's current Policy Resolution No. 7-4, Keeping and Controlling of Animals. I/We are aware of the rules and regulations set forth in said policy and agree to abide by such rules and regulations.

Signature of Unit Owner

Signature of Unit Owner

Signature of Tenant (if applicable)

(Signature of Tenant (if applicable))

**BOARD POLICY RESOLUTION NO. 8-2
DESIGNATING BANK ACCOUNTS AND SIGNATURES**

WHEREAS, Article III, Section 2(e) of the Bylaws empowers the Board of Directors the right to open bank accounts on behalf of the Association and designating the signatories required thereof; and,

WHEREAS, Article III, Section 3 of the Bylaws requires the Board of Directors to employ for the Association a professional managing agent; and,

WHEREAS, Article IX, Section 1 of the Bylaws requires that the Board of Directors or managing agent keep financial records and books of account of the Association; and,

WHEREAS, the Board of Directors of the Association deems it advisable, for the benefit of the unit owners, to establish a specific policy relative to bank accounts and signatories thereto;

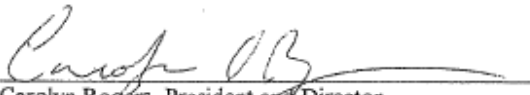
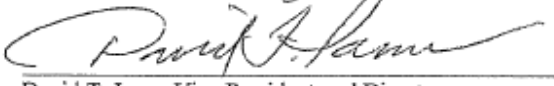
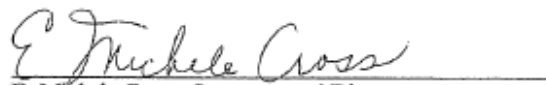
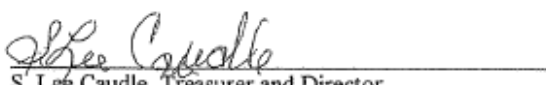
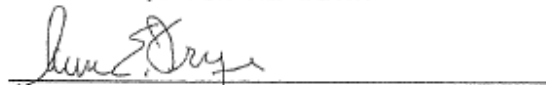

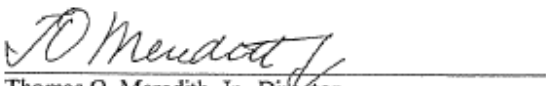
NOW THEREFORE BE IT RESOLVED THAT the following policy be adopted by the Board:

- 1) The selection of all financial institutions in which any funds of the Association are to be placed shall be selected by the Board of Directors.
- 2) All savings and checking accounts, except a petty cash account in the Association office, which are required by the managing agent for performing the day to day financial transactions of the Association shall be under the control of the Board of Directors and may be delegated to a managing agent by a majority vote of the Board and shall require two signatures of any officers of the Board.
- 3) A petty cash account for the Association shall be maintained in the Association office and shall require a single signature of a clerical employee of the Association authorized by the Board of Directors to sign checks for the Association.
- 4) Any other financial accounts or instruments, such as savings accounts for investment purposes, certificates of deposit, etc., either short term or long term, of the Association shall be under the control of the Board of Directors. Any transaction required in connection with such accounts or instruments shall require two signatures of officers: the President, Vice-President, Treasurer or Secretary of the Association.

This Policy Resolution supersedes Board Policy Resolution No. 8-1 dated April 20, 1995 and any policy dated prior to April 20, 1995 under the title of Designating Bank Accounts and Signatures.

The foregoing Fairwinds of Annapolis Condominium Board Policy Resolution No. 8-2 entitled, Designation of Bank Accounts and Signatures, is

APPROVED BY:

| | | |
|---|-----------------------------|--|
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  Carolyn Rogers, President and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  David T. Iams, Vice-President and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  E. Michele Cross, Secretary and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  S. Lee Caudle, Treasurer and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  Ann E. Frye, Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  Kenneth L. Hatch, Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  Thomas O. Meredith, Jr., Director |

Date Approved: 6-7-06

BOARD POLICY RESOLUTION NO. 9-7 VEHICLE CONTROL AND PARKING AREAS

WHEREAS, Article III, Section 2 of the Bylaws empowers the Board of Directors to establish rules and regulations for the use of the property, to levy fines against unit owners for violation of rules and regulations and to designate parking spaces for use by owners and/or their guests; and

WHEREAS, Article V, Section 13 and Article X of the Bylaws set forth in general terms the basic policies of the Association regarding the parking and maintenance of vehicles within the condominium grounds; and

WHEREAS, the policy as herein set forth is intended to be in furtherance of, and not in derogation of, the provisions of the Bylaws; and

WHEREAS, to provide for the preservation and enhancement of the property values, amenities, and opportunities contributing to the personal and general health, safety, and welfare of residents, the Board of Directors wishes to establish a policy regarding vehicles and parking areas.

NOW, THEREFORE BE IT RESOLVED THAT the following policies, rules and regulations concerning vehicles and parking areas be adopted by the Board of Directors.

I. GENERAL PARKING

- a) All Vehicles parked on Fairwinds property are subject to these parking rules and regulations and are expected to adhere to them at all times.
- b) All Vehicles parked on Fairwinds property must be identified as a resident vehicle or a visiting vehicle through the proper display of a Fairwinds Parking Decal, a Fairwinds Commercial Vehicle Parking Decal, a Visitor Hang Tag, or a Temporary Visitor Parking Pass. Proper display means that the decal, hang tag, or pass is displayed in accordance with the written instructions received at the time the decal, hang tag, or pass is distributed. Any vehicle not so identified will be subject to towing at the owner's sole expense and risk.
- c) Adherence to these parking rules in no way obviates the responsibility of a resident to adhere to all applicable federal, state and local laws regarding the proper registration, documentation, maintenance and operation of a motor vehicle. Failure to adhere to these laws may result in forfeiture of your parking decal.

II. REGISTRATION OF VEHICLES

RESIDENT-OWNED VEHICLES / PARKING DECALS

- a) All Resident Vehicles, as defined in sub-section b, must properly display a current Fairwinds Parking Decal.
 - i. A limit of two (2) Fairwinds Parking Decals will be provided at cost to residents upon the approval of an annual application. Residents that move into the community after the issuance of Parking Decals will be required to complete the same application and, upon approval, will be provided up to two Parking Decals for the remainder of that parking year. Based on the availability and utilization of parking spaces within the

community, at the discretion of the Board a third parking decal may be provided to residents for cost plus an annual fee set by the Board prior to the issuance of Parking Decals, but in no event shall said fee exceed \$300. The location of spaces for third vehicles will be set by the Board.

- b) Resident Vehicles are defined as:
 - i. Any vehicle, including commercial vehicles (defined as any non-heavy-duty Truck, Van or Car with any form of logo or advertising for anything other than the maker of the car, the dealership which sold the car, or the car itself), for which a valid Maryland vehicle registration certificate displaying a Fairwinds address can be produced; or
 - ii. Any vehicle legally registered, in any state, to an individual on active duty in the military that can show proof of residence within the Fairwinds community or any vehicle legally registered, in any state, to an individual possessing MVA approval for temporary residence within the state for educational, employment, or other approved purposes.

FAILURE TO DISPLAY THE RESIDENT PARKING PERMIT ACCORDING TO THE INSTRUCTIONS GIVEN AT THE TIME OF ISSUANCE WILL RESULT IN TICKETING AND, IF NOT CORRECTED, TOWING OF THE CITED VEHICLE AT THE VEHICLE OWNER'S SOLE EXPENSE AND RISK.

NEW RESIDENT REGISTRATION

- a) For the safety of all residents, residents moving to Fairwinds shall be required to obtain a guest pass from the Fairwinds office within five (5) working days. A current car with out-of state registration and tags is required by Maryland law to re-tag and re-register the vehicle with the MD Motor Vehicle Administration within 30 days. A thirty (30) day guest pass will be issued and upon expiration of such pass, proof of Maryland registration must be presented to the office. Failure to properly register a vehicle with the Fairwinds office in a timely manner shall make the vehicle subject to towing at the owner's sole expense and risk.
- b) Upon showing the Fairwinds office proper orders and paper work, military personnel on active duty are exempt from this thirty (30) day ruling, as are individuals possessing current Motor Vehicle Administration approval for temporary residence within the State of MD.
- c) Owners not leasing their unit and having a primary residence other than the Fairwinds address may apply to the Board for a parking decal.

III. RESERVED PARKING

- a) Reserved Spaces for usage by resident vehicles will be available on an annual basis at the time that parking stickers are issued, with individual spaces available on a first-come/first served basis, but allowing for the renewal of those spaces already reserved by those that have already been issued a space in the previous year. (So if owners A and B have reserved spaces and owner C does not have a reserved space, if owner A moves out and owner B would like his space, at the next designated time for parking sticker issuance, owner B would have first right to either his existing reserved space or owner A's space over owner C)
- b) Available to any resident owner (space may be assigned to their tenant).
- c) For a reasonable, non-refundable, annual fee, set by the Board prior to the issuance of Reserved Spaces, but in no event shall said fee exceed \$300.

- d) Limited to one reserved space per unit.
- e) Reserved Parking Space contracts will include language through which the Board will authorize the unit owner to use other spaces on the property as needed, with the understanding that if a reserved space goes unoccupied by a validly stickered vehicle registered to the unit owner for a period of 60 consecutive days or more, the rights to the space may be forfeited.
- f) Any vehicle parked in a reserved parking space other than the vehicle for which the space was assigned will be subject to towing at the owner's sole expense and risk. Repeat violations of this provision by a resident may lead to fines being levied against the resident. Repeat violations of this provision by a non-resident may lead to the permanent banning from the property of the non-resident's vehicle.

IV. RECREATIONAL VEHICLES

(including, but not limited to TRAILERS and MOTOR HOMES)

- a) A certain number of spaces, in a defined location, will be available, to resident-unit-owners, for a fee, on a first-come/first-served basis for the parking of recreational vehicles and recreational trailers properly utilized and maintained as well as validly registered to an address within the Fairwinds Community.
- b) The number and location of spaces will be set by the Board annually at a time prior to the issuance of parking stickers, and any space reserved for these purposes must be reserved annually at the time when parking stickers are issued. At the time of annual reservation spaces will be granted and assigned on a first come - first served basis and no preference will be given to owners with existing reserved "recreational" spaces.
- c) The Board has absolute authority to approve or reject any application for a reserved "recreational" space for any reason and at any time. The Board also has absolute authority to alter the number of spaces available, or the location of those spaces, at any time provided that, to the extent the proposed alterations would have any effect on recreational spaces reserved at the time, the reasons for the alterations must be made on the record at a regularly scheduled meeting of the Board prior to the change being implemented. Finally, all reservations of parking spaces for recreational vehicles and trailers are made with the full knowledge that the lease may be terminated by the Board at any time and for any reason as determined in the sole discretion of the Board, including but not limited to a change in the use of the space or elimination of recreational parking. In the event use of the space is prematurely terminated by the Board, the owner will be reimbursed a prorated portion of the leasing fee.
- d) All recreational vehicles or recreational trailers assigned a space under this section will be assigned a unique non-transferrable parking decal that must be permanently affixed to the vehicle or trailer in a prominent location as close to the vehicle's registration plates as possible. Failure to properly display this decal will render the vehicle or trailer subject to towing at the owner's sole expense and risk, even if parked in a space reserved for the vehicle or trailer.
- e) The reservation of a resident-unit owner vehicle parking space under Section III of this policy will have no effect on a unit-owners ability to reserve "recreational" spaces. However, under no circumstances will reserved "recreational" spaces be reserved for non-resident unit-owners or non-unit-owner residents.
- f) If a reserved "recreational" space goes unoccupied by a validly stickered vehicle or trailer

registered to the unit owner for a period of 90 consecutive days or more, the rights to the space may be forfeited.

- g) Any vehicle parked in a space reserved for a recreational vehicle or trailer other than the recreational vehicle or trailer for which the space was assigned will be subject to towing at the owner's sole expense and risk. Repeat violations of this provision by a resident may lead to fines being levied against the resident. Repeat violations of this provision by a nonresident may lead to the permanent banning from the property of the non-resident's vehicle.

V. VISITOR PARKING

- a) All vehicles visiting the Fairwinds property are subject to Fairwinds parking rules and regulations and are expected to adhere to them. As a private property owner, Fairwinds reserves the right to remove from the property any vehicle not in compliance with the parking rules and regulations, at the vehicle owner's sole expense and risk.
- b) All units will be issued one "visitor hang tag" for the exclusive use of visitors to the unit to which the tag was issued. Visitor hang tags are not to be used by residents in lieu of a Fairwinds parking decal, and any vehicle displaying a visitor hang tag that is parked on the property for more than 14 consecutive days is subject to towing at the owner's sole expense and risk.
- c) Temporary Visitor Parking Passes are available from the Fairwinds Office during posted business hours. Temporary Visitor Parking Passes will not be issued for periods greater than one week and any vehicle displaying an expired temporary visitor parking pass is subject to towing at the owner's sole expense and risk.
- d) There are no designated "visitor parking spaces" on Fairwinds property and all properly authorized and documented visitors to the property are entitled to park in any non-reserved space that is available. Any visitor vehicle not displaying a visitor hang tag or a temporary visitor parking pass will be subject to towing at the owner's sole expense and risk.
- e) Any unit owner found to be in repeated violation of the rules and regulations with respect to visitor parking may face fines being levied against the resident. Any guest vehicle found to be in repeated violation of the rules and regulations is subject to being banned from the property permanently.

VI. LONG TERM PARKING OF NON-RESIDENT VEHICLES

- a) Any vehicle not registered to an address within the Fairwinds Community, and not falling under the exceptions stated in Section II, shall not be parked on Fairwinds property unless it falls within one of the exceptions below:
 - i. Any Commercial vehicle (any truck, van or car with any form of logo or advertising for anything other than the maker of the car, the dealership which sold the car, or the car itself) belonging to someone other than a resident or registered to an address outside the Fairwinds community, but used by a resident on a daily basis, 1) may only be parked in certain designated areas of the parking lot as determined by the Board and subject to change at the Board's discretion, and 2) must display a valid Fairwinds Commercial Vehicle Parking Decal.

ii. Any non-resident-owned commercial vehicle parked on the property outside of normal working hours, whose operator is not actively engaged in an after-hours service call, and not in the areas designated by the Board per sub-section a(i)(1) is subject to towing at the owner's sole expense and risk.

iii. The procedures for obtaining a Fairwinds Commercial Vehicle Parking Decal will be available in the Fairwinds Office during posted office hours.

iv. Any non-commercial vehicle belonging to someone other than a resident, but used by a resident on a daily basis, may qualify for a special exception and maybe granted a Fairwinds Parking Decal upon the approval of the Board.

v. Any non-commercial vehicle belonging to a resident but registered to an address other than the Fairwinds address of the resident WILL NOT be issued a Fairwinds Parking Decal.

ALL LONG-TERM PARKING OF NON-RESIDENT VEHICLES ON FAIRWINDS PROPERTY IS AT THE DISCRETION OF THE BOARD AND THE PROVISIONS OF THIS SECTION ARE SUBJECT TO CHANGE AT THE BOARD'S DISCRETION

VII. VEHICLE CONTROL

a) All vehicles must be parked within the lines designating the parking space. Only one (1) vehicle may be parked in each space. Parking any vehicle diagonally across two spaces or straddling the line of parking spaces is not permitted. No part of the parked vehicle, including, but not limited to, materials such as a boat or ladder, carried on the roof, sides, or in the body of the vehicle shall be allowed to extend beyond the painted lines or over the sidewalk. The Board of Directors upon written request may provide exceptions to this provision.

b) Only moveable, legally registered vehicles shall be parking in any of the parking spaces. This excludes such objects as storage bins, boat cradles, and construction equipment such as ladders, scaffolding, cement mixers, tar trailers and the like.

c) No junk or derelict vehicle or any vehicle that does not display current registration and plates shall be kept on any common element.

d) Mopeds and scooters shall be registered at the Fairwinds office, parked in designated areas, and display a parking decal.

e) All vehicles must be kept in proper operating condition and must not be a hazard or nuisance by noise, exhaust, or emission. Open portions of vehicles, such as pick-up trucks, shall be kept free of trash and debris.

f) For the safety of all residents, it is unlawful to park any vehicle in any area of Fairwinds designated as a fire lane which curb areas are painted red for easy identification. Parking areas, designated for loading and unloading and identified by a red curb, are not to be used for more than one (1) consecutive hour. The City of Annapolis Police shall have the power to issue tickets

on vehicles that are parked on any marked fire lane.

g) No vehicle may be parked in any location other than a space intended for vehicle parking. This restriction specifically prohibits parking or storing vehicles on lawn areas, patio/balcony areas, or within buildings.

h) No vehicle of any type whatsoever shall be driven on any lawn area. This provision includes any vehicle used for the purposes of moving or loading and unloading. Vehicles doing work for Fairwinds may be granted an exception.

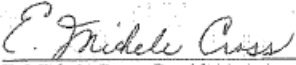
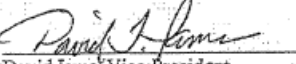

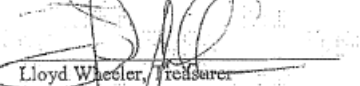
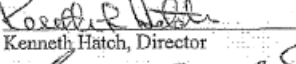
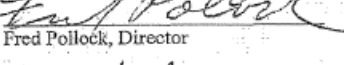

i) No repairs to any vehicle shall be permitted on the common element. This includes, but is not limited to, engine overhauls, brake relining, replacements of transmission or rear end, repainting, draining and replacement of transmission fluid or engine oil, flushing of coolant, rotation of tires, etc.

j) The owner of any vehicle parked at Fairwinds must be remove any trash, spills or fluids, including oil or grease, leaked as result of repairs or improper maintenance. If it is determined that the surface of the parking area is damaged by emissions from a parked vehicle, or in the case of motorcycles - the kickstand, the owner of the vehicle shall be assessed for required repairs as determined by an independent contractor hired by the Board. To prevent further damage, the owner must remove the vehicle.

This Policy Resolution supersedes Board Policy Resolution 9-6 dated June 1, 2005 and any policy dated prior to June 1, 2005 under the title of Vehicle Control and Parking Areas.

The Foregoing Fairwinds of Annapolis Condominium, Bard Policy Resolution No. 9-7, entitled Vehicle Control and Parking Areas, is

APPROVED BY:

| | |
|--|---|
|  E. Michele Cross, President | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|  David Iams, Vice President | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|  Laura Atkinson, Secretary | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|  Lloyd Wheeler, Treasurer | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|  Kenneth Hatch, Director | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|  Fred Pollock, Director | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|  Steve Stark, Director | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |

**FAIRWINDS OF ANNAPOLIS CONDOMINIUM
VEHICLE REGISTRATION FORM**
(PROOF OF RESIDENCY AND VEHICLE OWNERSHIP REQUIRED)

UNIT ADDRESS: _____

NAME OF OWNER(S): _____

ADDRESS OF OWNER(S), IF NON-RESIDENT: _____

HOME PHONE: _____ WORK PHONE: _____

NAME OF TENANT, IF APPLICABLE: _____

HOME PHONE: _____ WORK PHONE: _____

A fee of \$2.00 is charged for each parking decal issued. No more than two vehicles can be registered per unit. Tenants must have a current lease on file with the Association Office to demonstrate proof of residency. Copies of vehicle registrations must be provided as proof of vehicle ownership.

The following vehicle(s) are owned/leased by me, or my tenant, and are entitled to be parked on Fairwinds parking areas:

| Year | Make | Model | License Plate State & # | For Office Use Only Decal # Issued |
|------|-------|-------|-------------------------|--|
| 1. | _____ | | | |
| 2. | _____ | | | |
| 3. | _____ | | | |

Permanent Guest Pass Number issued to this Unit address _____
(There is a fee for the replacement of any Permanent Guest Pass.)

Owner/Tenant Signature _____
Date

NOTE: Exceptions to any of the rules, regulations, requirements, etc. as set forth in the parking policy may only be granted by the Board of Directors after review of a written request from the owner/tenant requesting an exception.

FAIRWINDS OF ANNAPOLIS CONDOMINIUM
APPLICATION FOR A RESERVED PARKING SPACE
(Vehicle Registration Required Prior to Issuance of a Reserved Parking Space)

UNIT ADDRESS: _____

NAME OF OWNER(S): _____

ADDRESS OF OWNER(S), IF NON-RESIDENT: _____

HOME PHONE: _____ WORK PHONE: _____

NAME OF TENANT, IF APPLICABLE: _____

HOME PHONE: _____ WORK PHONE: _____

I hereby request assignment of a reserved parking space for the following reason (please check one):

- A) _____ As a handicapped individual (w/MVA handicapped plates or placard)
- B) _____ As a senior citizen (65 years of age or older proof required)
- C) _____ As a resident

It is my understanding that, upon submittal of this request, I will be charged a nonrefundable rental fee annually for the space. I also understand that it will be my responsibility to initiate action against anyone who may park in my reserved space without my permission.

Signature of Owner/Tenant

Date

FOR OFFICE USE ONLY

APPLICATION SUBMITTED ON: _____

APPLICATION APPROVED ON: _____

SPACE NUMBER ASSIGNED: _____

LOCATION OF PARKING SPACE: _____

**POLICY RESOLUTION NO. 10-3
ASSIGNMENT AND USE OF STORAGE BINS**

WHEREAS, Article III, Section I(c) of the Declaration specifies basements as general common elements, and

WHEREAS, the storage bins are located in the basement of building 205 Victor Parkway, and

WHEREAS, Article X of the Bylaws specifies that the storage bins located in Section II of the Condominium are part of the general common elements and the use of such storage bins may be regulated and assigned by the Board of Directors, and

WHEREAS, Article III, Section 2(k) of the Bylaws empowers the Board of Directors with the right of assigning storage bins to Unit Owners, and

WHEREAS, the resident owner is typically more permanent, and as leasers and renters tend to have a greater ratio of turnover, and

WHEREAS, the number of storage bins available is not sufficient to accommodate all owner-occupants,

NOW, THEREFORE BE IT RESOLVED THAT the following policies regarding the use of storage bins be adopted by the Board:

- 1) All storage bins in the basement of Building 205 Victor Parkway will be assigned only to Condominium owner-occupants, excluding owner-occupants of Townhouse units.
- 2) Storage bins will be assigned to owner-occupants on a "first come – first served" basis according to the waiting list on file at the Association Office.
- 3) No more than one (1) storage bin will be assigned to any owner-occupant.
- 4) Upon assignment of a storage bin, a \$2.00 payment will be required for a key to the entrance door. The \$2.00 charge will be refunded when the bin is cleared and the key is returned to the office.
- 5) All storage bins must be secured by a padlock supplied by the owner.

- 6) A storage bin may not be retained by an owner-occupant when vacating his/her unit and is not transferrable to a new owner-occupant.
- 7) Only articles approved by the Fire Code may be stored in a storage bin and may not be stored in such a manner as to interfere with the automatic sprinkler system. All storage bins will be subject to periodic inspections by the Fire Department.
- 8) No article whatsoever may be stored in the open areas or walkways within the basement in which the storage bins are located.
- 9) Any article(s) stored in the storage bins are stored at the owners' risk. The Association assumes no responsibility or liability for any damage to, or the theft of, any article(s) so stored.
- 10) Prior to occupying an assigned storage bin, and as a condition for such occupancy, each owner-occupant shall be required to agree to and execute a License Agreement in the attached form.

This Policy Resolution supersedes Board Policy Resolution No. 10-2 dated November 20, 1985 and any policy dated prior to November 20, 1986 under the title of Assignment and Use of Storage Bins. The only changes made to Resolution No. 10-2 to create this policy were typographical and grammatical corrections.

The foregoing Fairwinds of Annapolis Condominium, Board Policy Resolution No. 10-3 entitled, Assignment and Use of Storage Bins, is

APPROVED BY:

| | | |
|---|-----------------------------|---|
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>Edward J. Byrne</u> Edward J. Byrne, Chairman, and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>Edwin C. Weber</u> Edwin C. Weber, Vice-Chairman and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>LaVergne E. Trounauer</u> LaVergne E. Trounauer, Secretary and Director |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | <u>Tom Meredith, Jr.</u> Tom Meredith, Jr., Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>Patricia Penzias</u> Patricia Penzias, Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>John Edward Sakers</u> John Edward Sakers, Director |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | <u>Lowell G. Salmon</u> Lowell G. Salmon, Director |

Date Approved: 6-15-95

**ATTACHMENT TO BOARD POLICY RESOLUTION NO. 10-3
STORAGE BIN LICENSE AGREEMENT**

This license agreement is made between the Council of Unit owners of Fairwinds of Annapolis (Licensor) and _____ (Licensee) resident-owner of _____ (address) for the use of storage bin # _____ located in Building 205, Victor Parkway.

The undersigned agrees that the use of the designated storage bin is subject to the provisions of Board Policy Resolution No. 10-3, current or as amended, and those provisions stated below, until such time as:

- 1) The Licensee (resident-owner) shall no longer own and occupy a unit in the condominium, or
- 2) One week after either party advises the other of its intent to terminate this agreement, whichever shall come first.

The undersigned recognizes and agrees that this agreement shall be legally deemed to be a license which is revocable at any time by the Condominium's Board of Directors or Managing Agent for any reason whatsoever, and without any liability whatsoever for any benefits conferred on the Condominium, its directors, officers, employees or agents.

If the Licensee (resident-owner) breaches any part of this agreement, or fails to comply with the provisions of Board Policy Resolution No. 10-3, current or as amended, the Licensee shall pay the reasonable attorney's fees, court costs, costs of suit, and expenses incurred by the Licensor (Fairwinds) in enforcing the provisions of this agreement.

This license is personal to the Licensee (resident-owner) and, if revoked, all items in the storage bin shall be removed by the Licensee (resident-owner) and, if revoked, all items in the storage bin shall be removed by the Licensee (resident-owner) immediately, or within a reasonable length of time agreed to by both parties. Any items remaining in the storage bin after termination of the license shall be deemed to be abandoned and subject to disposal by the licensor, its directors, officers, employees, or agents.

As witness the signatures of the parties or their respective agents below.

Licensor (Fairwinds)

Date

Licensee (Resident-Owner)

Date

Licensee (Resident-Owner)

Date

Home Phone

Work Phone

BOARD POLICY RESOLUTION NO. 11-4 PROCEDURES RELATING TO DUE PROCESS AND FINING

WHEREAS, Article III, Section 2 of the Bylaws provides that the Board of Directors, hereinafter called "the Board," shall have and shall exercise the powers and duties of the Association in accordance with the Maryland Condominium Act, Section 11-109(d) and further may do all such acts and things except as by law, by the Declaration, or by the Bylaws may not be delegated to the Board by the Unit Owners; and

WHEREAS, Article III, Section 2(I) of the Bylaws provides that the Board is empowered to "enact rules and regulations...for the use of Property..." and to review, modify and approve architectural standards proposed by the Covenants Committee; and

WHEREAS, Section 11-109(d)(16) of the Maryland Condominium Act now expressly provides that these powers and duties include the authority "...after notice and an opportunity to be heard, (to) levy fines for violations of the declaration, Bylaws, and rules and regulations..." and

WHEREAS, Article III, Section 2(j) of the Bylaws empowers the Board to levy fines against Unit Owners for violations of Rules and Regulations; and

WHEREAS, for the benefit and protection of the Association and of the individual Owners, the Board will establish and operate a procedure to assure due process in cases where there is a question of compliance by a Member regarding violations of the Bylaws or Rules and Regulations; and

WHEREAS, it is the intent of the Board to establish procedures for the Board and Management Agent where actions must be taken relative to questions of compliance by individuals with the provisions of the Bylaws or the Rules and Regulations;

NOW, THEREFORE, BE IT RESOLVED THAT the following procedure should be used to settle disputes arising from violations of the Bylaws and the Rules and Regulations (the provisions of which Bylaws and Rules and Regulations are together hereinafter referred to as "The Governing Documents").

I. VIOLATIONS OF THE GOVERNING DOCUMENTS

Section 1 — Actions Before Initiation of Formal Written Complaint: Any Member or management of the Association has the right to verbally request that a member cease or correct any act or omission which appears to be in violation of the Governing Documents. Requests shall be made before the formal process is initiated.

Section 2 — Written Complaints: The Board or Management Agent shall make its initial attempt to secure compliance through written correspondence to the violating member(s) which states the time, date, place and nature of the violation, the action required to abate the violation, and either a time period of not less than ten (10) days during which the violation maybe abated without further sanction (if the violation is a continuing one) or a statement that any further violation of the same provision of the Governing Documents may result in the imposition of sanction after notice and hearing (if violation is not continuing). Copies of such correspondence shall be maintained in the Association files and a copy may be sent to the counsel for the Association.

If the actions described prove unsuccessful in obtaining abatement of a continuing violation or if the violating member again violates the same provision of the Governing Documents, any member or Agent of the Association may initiate action upon the filing of a second written complaint with the Board. The complaint shall constitute a written statement of charges which shall set forth, in ordinary and concise language, the acts or omissions with which the respondent is charged. The complaint shall specify the specific provisions of the Governing Documents which the respondent is alleged to have violated and must be as specific as possible as to time(s), date(s), place(s) and person(s) involved.

Section 3 — Service of Complaint: Upon receipt of the second written complaint, or upon otherwise becoming aware of a continuing or repeated violation within 12-months of the correspondence to them, the Board, or the Management Agent, at the direction of the Board, shall schedule a hearing before the Board upon the matter and shall serve the alleged violating member(s) with written notice of this meeting to be held by the Board in session. The notices shall contain:

- i. A description of the nature of the alleged violation;
- ii. The time and place of the hearing, which time may not be less than ten (10) days from the giving of the notice;
- iii. An invitation to attend the hearing and produce any statement, evidence, and witnesses on his or her behalf; and
- iv. The proposed sanction to be imposed.

Section 4 — Hearing Procedures: The alleged violator has the right to present evidence and to present and cross-examine witnesses. The hearing shall be held in executive session pursuant to the above-described notice and shall afford the alleged violating member a reasonable opportunity to be heard. Before the effectiveness of any sanction hereunder, proof of notice and the invitation to be heard shall be placed in the minutes of the meeting. This proof shall be deemed adequate if a copy of the notice, together with a statement of the date and manner of delivery, is entered by the officer or director who delivered the notice. The notice requirement shall be deemed satisfied if a violator appears at the meeting. The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed.

Section 5 — Fines: Pursuant to the Governing Documents, and upon a finding after the hearing that the alleged violating member did violate or is violating the provisions of the Governing Documents as charged, the Board may levy a fine against such member as prescribed in the Bylaws. Such fine shall be a lien upon the member's unit and shall be enforceable and collectable in the same manner as unpaid assessments due from such member.

Section 6 — Provisions Supersede Prior Resolutions: The provisions of this Resolution (as revised from time to time) supersede those of any Resolution heretofore adopted by the Board with regard to due process procedures or fines.

II. INTERPRETIVE RULINGS

Section 1 — Purpose of Rulings: Ruling of the Covenants Committee may serve to: 1) clarify the intent of provisions of the Governing Documents or 2) decide whether or not a rule or regulation was duly adopted. The purpose is not to amend, expand, or limit the provisions of those documents, although the Covenants Committee may, in the statements accompany the ruling, propose amendments, expansions, or limits.

Section 2 — Petitions:

a) Any member or an agent of the Association may petition the Covenants Committee for an interpretive ruling by filing, with the chairperson, a petition directed to the Committee.

b) The petition must be legibly written in substantially the following form:

The party(ies) below request the Covenants Committee to issue an interpretive ruling on the following provisions of the Governing Documents of the Association:

The issue in question is: _____

Response should be sent to: _____

Section 3 — Decisions: To be effective, a decision of the Covenants Committee shall be by a majority vote of that Committee. The decision shall normally be issued within forty-five (45) days. The decision shall be written and accompanied by both the majority and minority opinions, if any.

Section 4 — Appeal: Upon appeal and by a vote of the majority of the Board, the Board of Directors may uphold the Covenants Committee's decision in its entirety, may amend such decision, or may overturn such decision.

As noted under Item I, Section 6 of this policy, this Policy Resolution supersedes Board Policy Resolution No. 11-3 dated December 18, 2002 and any policy dated prior to December 18, 2002 under the title of Procedures Relating to Due Process and Fining.

The foregoing Fairwinds of Annapolis Condominium, Board Policy Resolution No. 11-4, entitled, Procedures Relating to Due Process and Fining, is

APPROVED BY:

yes no Carolyn Rogers
Carolyn Rogers, Chairman and Director

yes no David T. Iams
David T. Iams, Vice-Chairman and Director

yes no Branislav Jovic
Branislav Jovic, Secretary and Director

yes no Shelton H. Cartwright, Jr.
Shelton H. Cartwright, Jr., Treasurer and Director

yes no E. Michele Cross
E. Michele Cross, Director

yes no _____
Kenneth L. Hatch, Director

yes no Thomas C. Noto
Thomas C. Noto, Director

Date Approved: 15 February 2007

**Fairwinds of Annapolis Condominium
Suggestion, Incident and Compliant Form**

Suggestions, incidents or complaints requiring a response or leading to a hearing must be submitted in writing. The complaint shall specify the specific provisions of the Governing Documents which the respondent is alleged to have violated and must be as specific as possible as to time(s), date(s), place(s) and person(s) involved.

Date and time of incident or violation: _____

Suggestion or description of incident or violation:

Member reporting: _____

For Board Use:

Date Received: _____

Board Member assigned: _____

Specific Provision(s): _____

Date of Verbal Notice: _____

Resolution:

Attach any correspondence and file in the Unit Owner file.

BOARD POLICY RESOLUTION NO. 12-8
RULES AND REGULATIONS APPLICABLE TO THE SWIMMING
POOL

WHEREAS, Article III, Section 2(1) of the Bylaws charges the Board of Directors with making and amending rules and regulations, and;

WHEREAS, the Board of Directors deem it advisable to establish rules and regulations for the operation of the swimming pools;

NOW THEREFORE, BE IT RESOLVED THAT the following rules and regulations are adopted:

- 1) The hours the pool will be open are agreed to in the contract with the pool management company.
- 2) At the direction of the Pool Manager or Lifeguard on duty, the pools may be closed at any time due to mechanical breakdowns or other operational difficulties. Any problems must be reported to the Site Office Manager or Property Manager.
- 3) Pools will be closed during electrical storms and severe weather conditions.
- 4) Only persons presenting authorized passes to the Gate Attendant or a Lifeguard will be permitted to use the pools or the pool area.
- 5) When entering the pool area all persons must show their pass to the Gate Attendant and must sign in on the log. Emergency telephone numbers for parents of minors and minor guests must be provided (i.e., work and home telephone numbers at which the parents can be reached during regular pool hours).
- 6) All persons using the pools and pool areas do so at their own risk. The Board of Directors or the Association does not assume responsibility for any accident or any injury in connection with such use.
- 7) Any child under thirteen (13) years of age must be accompanied by a person age eighteen (18) or older. Children of any age who wish to swim in the deeper part of the pool must pass a swimming test conducted by a lifeguard.
- 8) Only children under six (6) years of age may use the wading pool and must be accompanied by a parent or designated guardian over 18 years of age and must not be left unattended at any time.
- 9) No alcoholic beverages of any kind are permitted inside the confines of the pool areas. Anyone under the influence of alcohol or drugs will not be permitted in the pool areas.
- 10) No glass or breakable containers of any kind are allowed to be brought into the pool areas.
- 11) Eating is permitted only in those areas where tables have been provided by the Association.

- 12) All refuse must be deposited in receptacles provided.
- 13) No pets, animals, or wheeled vehicles (excluding baby strollers and people with disabilities) are permitted in the pool areas.
- 14) Only proper swim attire may be worn in the pools.
- 15) CHILDREN WEARING DISPOSAL DIAPERS WILL NOT BE PERMITTED IN EITHER POOL. Children who are not toilet trained are permitted in the wading pool only and must wear a cloth diaper and plastic pants or specially designed swimming diapers. Absolutely no children under the age of three (3) will be allowed in the large pool.
- 16) No abusive or profane language will be tolerated.
- 17) Spouting of water, expectorating, or urinating in any of the pools is not permitted.
- 18) No wrestling, ball playing, horseplay, or unnecessary roughness or disturbances that endanger the safety of others will be permitted in the pools or pool areas.
- 19) Loud playing of any radios by either patrons or pool personnel will not be permitted at any time.
- 20) Persons shall not congregate around the Lifeguards or engage them in unnecessary conversations while they are on duty.
- 21) Persons shall not climb or sit upon the Lifeguard towers.
- 22) Lounge rafts will be permitted by adults during adult swim. No rafts are to be stored at the pool.
- 23) Pools and pool areas shall not be rented out for private parties.

The Pool Manager or Lifeguards, as the case may be, have been delegated the responsibility for the strict enforcement of the above rules and regulations. They have the authority to deprive any person the use of the pools and the pool areas for the remainder of the day on which an infraction of the rules and regulations occurs. They must, however, within twenty-four (24) hours of taking such action, notify the Board of Directors through the Association Office in writing, giving a brief outline of the person(s) involved and the rules that were violated.

The number of persons admitted to the pool areas at any time will be subject to the Pool Manager or Lifeguards decision.

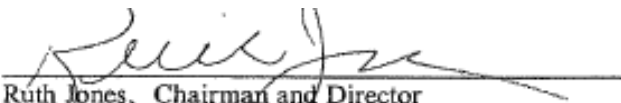

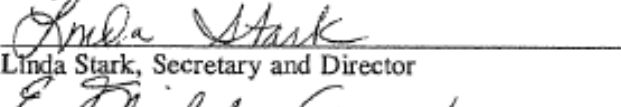
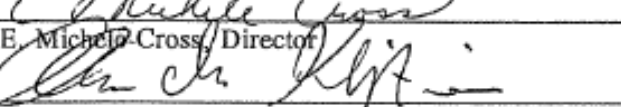
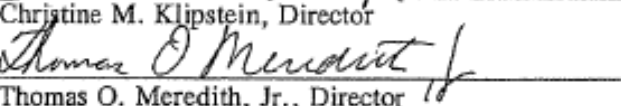
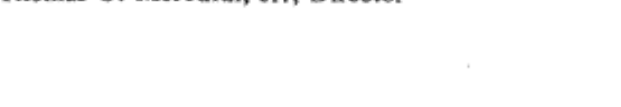
FAILURE TO ABIDE BY ANY OF THE LISTED RULES AND REGULATIONS AS NOTED IN THIS POLICY AND/OR CONTINUED VIOLATIONS OF RULES AND REGULATIONS OR THE INSTRUCTIONS OF THE POOL MANAGEMENT PERSONNEL MAY CAUSE EXPULSION FROM THE POOLS AND POOL AREA FOR THE REMAINDER OF THE SEASON. A determination on expulsion would be at the discretion of the Board of Directors.

The above rules and regulations can be modified only by action of the Board of Directors.

This Policy Resolution supersedes Board Policy Resolution No. 12-7 dated April 17, 2002 and any policy dated prior to April 17, 2002 under the title of Rules and Regulations Applicable to the Swimming Pool.

The foregoing Fairwinds of Annapolis Condominium, Board Policy Resolution No. 12-8, entitled, Rules and Regulations Applicable to the Swimming Pool, is

APPROVED BY:

| | | |
|---|-----------------------------|--|
| <input type="checkbox"/> yes | <input type="checkbox"/> no |  Ruth Jones, Chairman and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  James Scott O'Barr, Vice-Chairman and Director |
| <input type="checkbox"/> yes | <input type="checkbox"/> no |  Linda Stark, Secretary and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  E. Michele Cross, Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  Christine M. Klipstein, Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  Thomas O. Meredith, Jr., Director |

Date Approved: 5-5-04

Board Policy No 13-1 Displaying and Flying Flags

WHEREAS, the Association understands that many of its residents wish to express their patriotism through flag flying. We do not wish to ban displays of the flag of the United States of America or of the State of Maryland, and in fact encourage it. However, in the interest of architectural harmony and limiting liability, the Association must regulate the methods of display. This policy in accordance with Fairwinds Council of Unit Owners Bylaws Article V Operation of the Property, Section 11 and Section 13(b) and is subject to the US Federal Flag Code and any other Federal or State laws that may be promulgated from time to time.

- 1) Only a portable, removable flag of the United States of America and of the State of Maryland (herein after referred to as 'flags') no larger than 36x60 inches may be displayed per unit. No flagstaff or pole shall be longer than 60 inches.
- 2) Pic flags must be displayed in a respectful manner in accordance with Federal Flag Code.
- 3) A free standing flagpole or flag displayed on the common areas are permitted as approved by Board from time to time.
- 4) Residents may display the flags where there is a separate ownership interest (the Unit) or a right to exclusive use (limited common element).
- 5) Flags are permitted to be displayed from a pole or staff as long as the pole or staff does not extend beyond the Unit, its limited common element or into any area above any other limited common element or general common elements and in accordance with Fairwinds Bylaws Article V section 13 (b).
- 6) No flags shall be hung over a balcony railing.
- 7) On townhouses, flags may be mounted on staffs attached to the trim of the front door of the Unit or in the back yard of the Unit.
- 8) Flags may also be displayed either horizontally or vertically against the inside of a window in accordance with the US Federal Flag code and not as permanent window coverings.
- 9) Flags may only be displayed between sunrise and sunset unless properly illuminated and if such illumination does not interfere with any other resident's right to enjoyment of the property.
- 10) Flags must be replaced if they become visibly worn in accordance with the US Federal

Flag Code and as determined by the Board of Directors.

The foregoing Fairwinds of Annapolis Condominium, Board Policy Resolution No. 13-1, entitled, Displaying and Flying Flags, is

APPROVED BY:
 yes no David Ryker
David Ryker, Chairman and Director

yes no Laura Atkinson
Laura Atkinson, Vice President and Director

yes no Michelle Cross
Michelle Cross, Secretary and Director

yes no Eric Edstrom
Eric Edstrom, Treasurer and Director

yes no Kenneth Hatch
Kenneth Hatch, Director

yes no David Iams
David Iams, Director

yes no Branslav Jovic
Branslav (Brane) Jovic, Director

Date Approved: 2-17-2009

SPECIAL / ADMINISTRATIVE
RESOLUTIONS

BOARD SPECIAL RESOLUTION NO. 1

ACTIVITIES COMMITTEE

WHEREAS, Article III, Section 2, of the Bylaws provides that the Board of Directors shall have and shall exercise the powers and duties of the Association in accordance with the Maryland Condominium Act, Section 11-109(d) and further may do all such acts and things except by law, by the Declaration or by these Bylaws may not be delegated to the Board of Directors by the Unit Owners, and

WHEREAS, the Board wishes to encourage recreational activities, and to provide a variety of leisure time opportunities, both within the community and outside of Fairwinds of Annapolis, to appeal to all age groups and interests; and

WHEREAS, the Board wishes to create a body and to advise and assist it in developing such recreational, social, and cultural programs:

NOW THEREFORE, BE IT RESOLVED THAT a standing Activities Committee be established having the following terms of reference:

RESPONSIBILITY

The primary responsibility of the Activities Committee is to advise and assist the Board of Directors in developing and operating a community leisure time program, for all age groups and interests.

In fulfilling its responsibility, the Activities Committee performs functions which include, but are not necessary limited to the following:

- 1) Making budget proposals on programs and activities making use of the facilities or for construction of additional facilities.
- 2) Generally, organizing, promoting, coordinating, and otherwise assisting in the operation of community athletic programs.
- 3) Organizing, promoting, and conducting seasonal and special interest parties, dances, and other social events.
- 4) Organizing, promoting, and conducting trips to events such as races, sports events, etc.
- 5) Arranging lectures, classes, trips, and other group events for residents who wish to see, hear or participate in events relative to the reading and fine arts areas. For the purposes of this resolution, the term "reading and fine arts" shall mean and refer to the following activities: reading, painting, sculpture, seminars, musical listening, musical performance, photography, drama, and theatrical dance.
- 6) May, at the Board's request, conduct hearings.
- 7) May perform other functions as directed or approved by the Board.

MANNER OF ORGANIZATION

- 1) **Membership.** Any resident, including non-owner residents, may join the committee by attending the first committee meeting following the Annual Meeting or, during the year, by attending two out of three successive committee meetings and maintaining regular attendance thereafter. The recorder of the committee is responsible for keeping a roster of committee members.
- 2) **Chairman.** Except in the case where a committee is created by the Board's appointment of a chairman who in turn would select committee members from volunteers, the committee will, at its first regular meeting following its creation, elect a chairman and alternate chairman from among its members. Chairmen shall be elected to one year terms, with the exception of the initial chairman who shall serve until the first regular committee meeting following the Annual Meeting.
- 3) **Vacancies.** The Board of Directors may remove a chairman with cause. A committee may vote to remove its chairman upon show of good cause. Vacancies created by either of the above or by death or by resignation of the chairman, shall be filled by the alternate chairman, and the committee will elect a new alternate.
- 4) **Recorder.** The chairman will designate a recorder from among the members of the committee the recorder shall be responsible for keeping the committee membership roster, recording minutes of all committee meetings and in general maintain written documentation on committee decisions and activities.
- 5) **Subcommittees.** From time to time, the committee may create from among its membership such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the committee.

The standing committee chairman may Form a subcommittee by appointing volunteers from the Standing Committee. The subcommittee will elect its own chairman. If the Subcommittee chairman is absent from two successive regular subcommittee meetings, the subcommittee may elect a new chairman from among themselves, and promptly notify the standing chairman of that change.

MANNER OF OPERATION

The Activities Committee is to operate within the following parameters; consistent with such parameters the Committee may establish such other rules and methods of operation as it deems necessary:

- 1) **Functions.**
 - a) Functions of the Committee include the following:
 - 1) assessing conditions and needs in the area of committee responsibility;
 - 2) adopting goals and objectives;
 - 3) establishing priorities for committee and subcommittee activities;
 - 4) proposing, for Board adoption, guidelines relative to the committee's area of

- operation;
- 5) reviewing committee terms of reference;
- 6) developing annual committee budget request;
- 7) taking such actions as directed by the Board.

b) Functions of the chairman include the following:

- 1) coordinating and supervising the committee activities and meetings to assure that committee responsibilities' are met;
- 2) preparing monthly committee reports for submission to the Board of Directors;
- 3) serve a budget review function for the committee, to assure that funds are being spent as allocated, or to determine if adjustments are necessary in the funds allocated to the various subcommittees.

The committee through the chairman, shall also establish such subcommittees as it deems necessary, and in so doing:

- 1) determine purpose., scope and objectives of the subcommittee,
- 2) appoint its members,
- 3) supervise subcommittee activities,
- 4) review subcommittee reports, and,
- 5) on a periodic basis, review and evaluate subcommittee activities to determine if it should be disestablished or merged with another subcommittee, according to the following criteria:. Does the need still exist which the subcommittee was created to meet? If yes, is the subcommittee the most effective mechanism for meeting that need, or might some alternative work better?

c) Functions of a subcommittee include the following:

- 1) performing tasks as assigned by the chairman.
- 2) submitting monthly written reports to the chairman.

2) Meetings

a) Regular meetings of the full standing committee shall be held at least once each month or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full committee meeting is to hear and review the committee's budget and policy recommendations and to integrate them into one Committee proposal to be submitted through the Chairman to the Finance Committee. Other full meetings may be called by the chairman or upon the request of any two committee members.

b) Subcommittee Meetings. Subcommittees will meet at least monthly for as long as it takes them to complete their task, which may be a special project of short duration, or an on-going task.

c) Each committee, shall through its chairman, submit to the Board of Directors written reports on a regular monthly basis. Such reports shall include at least the following:

- 1) summary of activities during the past month;
- 2) problems encountered, if any, and assistance requested if any;

- 3) number of members at last meeting;
- 4) plans for coming month;
- 5) itemized listing of expenditures, if any;
- 6) itemized listing of income, if any;
- 7) recommendations or proposals, if any, with supporting rationale.

d) The committee recorder shall prepare and submit through the chairman to the Board of Directors minutes of all full committee meetings.

APPROVED:

10/30/80
(Date)

| | | |
|---|-----------------------------|---|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <u>Arthur G. Ueberroth</u> Arthur G. Ueberroth, Jr. - Pres |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <u>Elaine L. Roylance</u> Elaine L. Roylance - Vice Presic |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <u>Patricia L. Penzias</u> Patricia L. Penzias - Secretary |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <u>Jack Cohen</u> Jack Cohen - Treasurer |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <u>Edward J. Byrne</u> Edward J. Byrne - Board Member |

Approved at a regular meeting of the Board.

Replaces Administrative Resolution No. 11, dated 4/26/7

*note this was cut off in original so bottom date was cut off, so I boxed it to show full sigs

BOARD SPECIAL RESOLUTION No 2 COMMUNICATIONS COMMITTEE

WHEREAS, Article III, Section 2, of the Bylaws provides that the "Board of Directors shall have and shall exercise the powers and duties of the Association in accordance with the Maryland Condominium Act, Section 11-109 (d) and further may do all such acts and things except by law, by the Declaration or by these Bylaws may not be delegated to the Board of Directors by the Unit Owners and

WHEREAS, the Board recognizes that a positive communications program is essential to the success of the Association; and

WHEREAS, the Board wishes to establish a standing committee to carry out such a communication program;

NOW THEREFORE, BE IT RESOLVED THAT a Communications Committee be established, having the following terms of reference:

RESPONSIBILITY

The primary responsibility of the Communications Committee is to advise and assist the Board of Directors in developing and carrying out a program of positive information flow between and among the organizational components of the Association, particularly as between the Association leadership and the general residency and among the general residency itself.

In fulfilling its responsibility, the Communications Committee performs functions which include but are not necessarily limited to, the following:

- 1) Preparing regular newsletters, not less than quarterly, informing residents about developments and activities in the community including items of interest to unit owners and unit residents.
- 2) Assisting in the maintenance and upgrade of a community web site.
- 3) Assisting in the development of an electronic communications mechanism and content.
- 4) May perform other functions as directed or approved by the Board.

MANNER OF ORGANIZATION

- 1) **Membership.** Any resident, including non-owner residents, may join the committee by attending the first committee meeting following the Annual Meeting or, during the year, by attending two out of three successive committee meetings and maintaining regular attendance thereafter. The recorder of the committee is responsible for keeping a roster of committee members.
- 2) **Chairman.** Except in the case where a committee is created by the Board's appointment of a chairman who in turn would select committee members from volunteers, the committee will, at its first regular meeting following its creation, elect a chairman and alternate chairman from among its members. Chairman shall be elected to one year terms, with the exception of the

initial chairman who shall serve until the first regular committee meeting following the Annual Meeting.

- 3) **Vacancies.** The Board of Directors may remove a chairman. A committee may vote to remove its chairman upon show of good cause. Vacancies created by either of the above or by death or by resignation of the chairman, shall be filled by the alternate chairman, and the committee will elect a new alternate.
- 4) **Recorder.** The chairman will designate a recorder from among the members of the committee the recorder shall be responsible for keeping the committee membership roster, recording minutes of all committee meetings and in general maintain written documentation on committee decisions and activities.
- 5) **Subcommittees.** From time to time, the committee may create from among its membership such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the committee,

The standing committee chairman may form a subcommittee by appointing volunteers from the Standing Committee. The subcommittee will elect its own chairman. If the subcommittee meetings, the subcommittee may elect a new chairman from among themselves, and promptly notify the standing chairman of that change.

MANNER OF OPERATION

The Communications Committee is to operate within the following parameters; consistent with such parameters the Committee may establish such other rules and methods of operation as deemed necessary:

1. Functions.

- a) Functions of the Committee include the following:
 - 1) assessing conditions and needs in the area of committee responsibility;
 - 2) adopting goals and objectives;
 - 3) establishing priorities for committee and subcommittee activities;
 - 4) proposing, for Board adoption, guidelines relative to the committee's area of operation;
 - 5) developing annual committee budget request;
 - 6) taking such actions as directed by the Board.
- b) Functions of the chairman include the following:
 - 1) coordinating and supervising the committee activities and meetings to assure that committee responsibilities are met;
 - 2) preparing meeting committee reports for submission to the Board of Directors;

- 3) provide a budget review function for the committee, to assure that funds are being spent as allocated, or to determine if adjustments are necessary for any funds allocated to the any communication subcommittees.

The committee through the chairman, shall also establish such subcommittees as it deems necessary, and in so doing:

- 1) determine purpose, scope and objectives of the subcommittee,
- 2) appoint its members,
- 3) supervise subcommittee activities,
- 4) review subcommittee reports, and,
- 5) on a periodic basis, review and evaluate subcommittee activities to determine if it should be disestablished or merged with another subcommittee, according to the following criteria: Does the need still exist which the subcommittee was created to meet? If yes, is the subcommittee the most effective mechanism for meeting that need, or might some alternative work better?

c) Functions of a subcommittee include the following:

- 1) performing tasks as assigned by the chairman;
- 2) submitting monthly written reports to the chairman.

2. Meetings

a) Regular meetings of the full standing committee shall be held at least once each quarter or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full committee meeting is to hear and review the committee's budget and policy recommendations and to integrate them into one Committee proposal to be submitted through the Chairman to the Board Budget Committee. Other full meetings may be called by the chairman or upon the request of any two committee members.

b) Subcommittee Meetings. Subcommittees will meet at least monthly for as long as it takes them to complete their task, which may be a special project of short duration, or an on-going task.

3. Reporting and Channels of Communication

a) Any communications from the committee that are for distribution to the community, including the newsletter, will go through Board of Directors approval. Such communications are submitted in writing simultaneously to all Board members prior to a Board meeting.

b) Once approved, the communications will go to the entire community within seven business days. The cost of distribution is assumed by the Association.

c) Each subcommittee, shall through its chairman, submit to the Board of Directors written reports on a not less than quarterly basis. Such reports shall include at least the following:

- 1) activities during the past quarter;

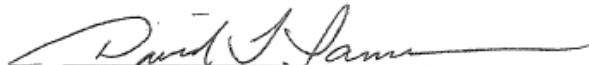
- 2) problems encountered, if any, and assistance requested if any;
 - 3) number of members at last meeting;
 - 4) plans for coming quarter;
 - 5) itemized listing of expenditures
 - 6) itemized listing of income, if any;
 - 7) recommendations or proposals, if any, with supporting rationale.
- d) The committee recorders shall prepare and submit through the chairman the notes of all meetings.

4. Newsletter Policy

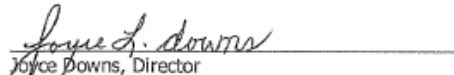
- a) Priority will be given to items of significance to the majority of the association membership.
- b) Sources of information shall be verified, accuracy of information shall be established, fact shall be distinguished from rumor, and content shall not be colored by personal opinion.
- c) The newsletter will not be used as a vehicle for expressing political views.
- d) No libelous or inflammatory material shall be printed in the newsletter.
- e) The association newsletter must conform to the legal documents of the association and to the policies of its Board of Directors. In all cases, the Board has the option of final review.
- f) The newsletter will not be allowed to become an outlet for resident dissatisfaction or disagreement with the Association.
- g) The newsletter will be published at a regular time not less than each quarter.
- h) All advertising accounts must be approved by the Board of Directors.


The resolution is approved and signed on July 26, 2012.


E. Michele Cross, President


David Iams, Vice President


Laura Atkinson, Secretary


Joyce Downs, Director


Kenneth Hatch, Director


Scott Moker, Director


Steve Stark, Director

24 July 2012

BOARD SPECIAL RESOLUTION NO. 3-5 COVENANTS COMMITTEE

WHEREAS, Article III, Section 2 of the Bylaws authorizes the Board of Directors to exercise the powers and responsibilities contained in the Fairwinds of Annapolis Condominium Documents; and,

WHEREAS, to better carry out its duties, the Board deems it necessary to create a committee to assist the Board in recommending and monitoring policies for compliance with the Governing Documents;

NOW, THEREFORE, BE IT RESOLVED THAT a Covenants Committee be established, having the following terms of reference:

I. RESPONSIBILITY

The primary responsibility of the Covenants Committee is to advise and assist the Board in establishing and revising Board Policy Resolution, Special Resolutions, Guidelines, and Rules and Regulations as they relate to the Bylaws and the Maryland Condominium Act. An additional responsibility is to review applications from unit owners for architectural changes and use of the common elements for compliance with the Governing Documents, and to recommend appropriate disposition of such requests to the Board of Directors.

II. ORGANIZATION

- A) **Membership:** The Covenants Committee shall consist of an odd number of at least five (5) unit owners appointed by the Board of Directors. Members are appointed for a two (2) year term and may be reappointed for consecutive terms. Nomination for membership shall be reviewed by the committee to establish an interest on the part of the nominee for serving on the committee.
- B) **Chairman:** The committee will, at its first regular meeting following the General Meeting of the Association, elect a chairman and vice-chairman from among its members for a one year term of office. Functions of the chairman shall include but not be limited to the following:
- 1) Coordinate and supervise the committee activities and meetings to insure that committee responsibilities are met.
 - 2) Prepare monthly committee reports, and attend monthly meetings of the Board to present reports on the committee's activities. If the Chairman is unable to attend, he or she may designate someone to report to the Board.
 - 3) Provide the Board with copies of the minutes for any Covenants Committee Meeting.
 - 4) Serve as a liaison to the Board or Board Representative.
 - 5) Present committee recommendations to the Board.
 - 6) Establish subcommittees.
- C) **Vice-Chairman:** Functions of the Vice-Chairman shall include but not be limited to the following:

- 1) Perform all functions of the chairman in his/her absence.
- 2) Upon the vacancy of the Chairman's positions, assume chairmanship until a new chairman can be elected.

D) **Recorder:** The Chairman will designate a recorder from among the members of the committee. Functions of the recorder shall include but not be limited to the following:

- 1) Record minutes of all committee meetings. The minutes shall include documentation on committee decisions, recommendations, and activities.
- 2) Maintain a roster of committee membership.
- 3) Maintain full records of committee's actions, both current and past, including minutes of committee meetings and recommendations for action to the Board.

E) **Subcommittees:** The Chairman, with the approval of the committee, may appoint subcommittees as deemed necessary. Each subcommittee shall be assigned specific goals and objectives. Subcommittee membership may be extended to individuals outside the committee.

F) **Removal from Committee:** The Board may remove a member for good cause. The Committee may vote to recommend removal of a member upon show of good cause. The Committee may vote to replace its Chairman or Vice-Chairman.

III. FUNCTIONS

In fulfilling its responsibilities, the Covenants Committee performs the following functions:

- A) Review existing rules and regulations and propose modifications or additions with supporting rationale to the Board.
- B) Propose policy on architectural and property use restrictions and recommend methods for handling violations relative to those rules and restrictions.
- C) Index and categorize a Master List of all rules and restrictions from both the Governing Documents and the Book of Resolutions, and maintain that list in an up to date manner.
- D) Conduct hearings at the request of the Board.

IV. OPERATION

The Covenants Committee shall conduct its business in the interest of the Association, and in strict accordance with its Governing Documents. The Committee is charged with maintaining a constant awareness of the legal obligations, operating procedures, risks, and responsibilities of the Association.



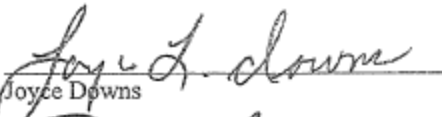

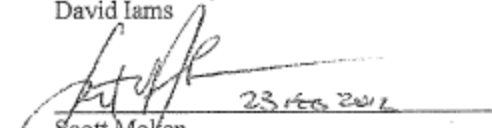
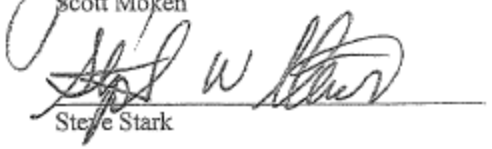
A) Meetings:

- 1) The Covenants Committee shall meet as needed to carry out assignments and responsibilities. A quorum of three (3) is required to conduct the business of the Committee.
- 2) A meeting of the Covenants Committee may be called by the Chairman, or upon the request of the Board.

B) Subcommittee Meetings: Subcommittee meetings may be called by the Chairman of the subcommittee, or by the Chairman of the Covenants Committee.

APPROVED AT A REGULAR MEETING OF THE BOARD OF DIRECTIONS. THE REPLACES BOARD SPECIAL RESOLUTION No. 3-5.

APPROVED:
December 19, 2011

| | | |
|--|-------------------------------------|--------------------------|
|  _____ Laura Atkinson | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  _____ Michele Cross | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  _____ Joyce Downs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  _____ David Iams | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  _____ Scott Moken | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  _____ Steve Stark | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| _____ Lloyd Wheeler | <input type="checkbox"/> | <input type="checkbox"/> |

ASSOCIATION BOARD SPECIAL RESOLUTION No. 4 FACILITIES COMMITTEE

WHEREAS, Article III, Section 2, of the By-taws provides that the Board of Directors shall have and shall exercise the powers and duties of the Association in accordance with the Maryland Condominium Act, Section 11-109(d) and further may do all such acts and things except by law, by the Declaration or by these Bylaws may not be delegated to the Board of Directors by the Unit Owners; and

WHEREAS, the Board wished to establish a standing committee to advise and assist the Board in preserving and enhancing the grounds and facilities of the community and in developing, and conducting a safety program;

NOW THEREFORE, BE IT RESOLVED THAT, a standing Facilities Committee be established, having the following terms of reference:

RESPONSIBILITY

The primary responsibility of the Facilities Committee is to advise and assist the Board of Directors in developing and administering an on-going program to preserve and enhance the grounds and facilities of the Fairwinds of Annapolis Condominium.

In fulfilling its responsibility, the Facilities Committee performs functions which include, but are not necessarily limited to the following:

- 1) Develop a grounds and facilities maintenance program to meet the requirements and desires of the community, including guidelines and procedures to be followed by residents with service requests.
- 2) Prepare maintenance budget recommendations.
- 3) Make recommendations to the Board with respect to planting projects, walkway additions, other improvements to the existing landscaping plan, etc
- 4) Inspect the grounds and facilities yearly with professional advice where appropriate, and make recommendations for repairs where necessary.
- 5) Annually inventory Condominium property.
- 6) Propose specification recommendations for outside contracts let by the Board for land and facilities maintenance.
- 7) 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.

- 8) Propose rules for the use of common areas and facilities.
- 9) Encourage and/or establish programs for volunteer activities which would provide enjoyment and education to residents and improve the quality of the environment.
- 10) Prepare programs and procedures, in the form of recommendations, to maintain and improve the safety and security of residents and their properties, and of grounds, buildings, and facilities;)
- 11) Identify hazards to residents such as speeding automobiles, storm drainage areas, unsafe play areas; and recommend protective and corrective measures for action by the Board of Directors.
- 12) 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.
- 13) With authorization by the Board, consult with local law enforcement agencies, fire departments, Red Cross and other organizations to obtain information and guidance pertaining to community safety and security.
- 14) Develop safety incentive programs; schedule classes in public safety and security such as Red Cross safety programs, fire prevention, home security; publish information, through Communications Committee, on community safety and security.
- 15) Schedule use of and issue association-owned equipment for protecting homeowner' personal property, e.g., engraving tools for identifying television sets, recorder, cameras, etc.
- 16) May, at the Board's request, conduct hearings.
- 17) May perform other functions as directed or approved by the Board.

MANNER OF ORGANIZATION

- 1) **Membership:** Any resident, including non-owner residents, may join the committee by attending the first committee meeting following the Annual Meeting or, during the year, by attending two out of three successive committee meetings and maintaining regular attendance thereafter. The recorder of the Committee is responsible for keeping a roster of committee members.
- 2) **Chairman:** Except in the case where a committee is created by the Board's appointment of a chairman who in turn would select committee members from volunteers, the committee will, at its first regular meeting following its creation, elect a chairman and alternate chairman from among its members. Chairmen shall be elected to one year terms, with the exception of the initial chairman who shall serve until the first

regular committee meeting following the Annual Meeting.

3) **Vacancies:** The Board of Directors may remove a chairman with cause. A committee may vote to remove its chairman upon show of good cause. Vacancies created by either of the above or by death or by resignation of the chairman, shall be filled by the alternate chairman, and the committee will elect a new alternate

4) **Recorder:** The chairman will designate a recorder from among the members of the committee. The recorder shall be responsible For keeping the committee membership roster, recording minutes of all committee meetings and in general maintain written documentation on committee decisions and activities.

5) **Subcommittees:** From time to time, the committee may create from among its membership such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the committee.

The standing committee chairman may Form a subcommittee by appointing volunteers from the Standing Committee. The subcommittee will elect its own chairman. If the subcommittee chairman is absent from two successive regular subcommittee meetings, the subcommittee may elect a new chairman from among themselves, and promptly notify the standing chairman of that change.

MANNER OF OPERATION

The Facilities Committee is to operate within the Following parameters; consistent with such parameters the Committee may establish such other rules and methods of operation as it deems necessary:

1) Functions.

a) Functions of the Committee include the following:

- 1) assessing conditions and needs in the area of committee responsibility;
- 2) adopting goals and objectives;
- 3) establishing priorities for committee and subcommittee activities;
- 4) proposing, for Board adoption, guidelines relative to the committee's area of operation;
- 5) reviewing committee terms of reference;
- 6) developing annual committee budget request;
- 7) taking such actions as directed by the Board.

b) Functions of the chairman include the following:

- 1) coordinating and supervising the committee activities and meetings to assure that committee responsibilities are met;
- 2) preparing monthly committee reports for submission to the Board of Directors;
- 3) serve a budget review function for the committee, to assure that funds are being spent as allocated, or to determine if adjustments are necessary in the funds allocated to the various subcommittees.

The committee through the chairman, shall also establish such subcommittees as it deems necessary, and in so doing:

- 1) determine purpose, scope and objectives of the subcommittee,
- 2) appoint its members,
- 3) supervise subcommittee activities,
- 4) review subcommittee reports, and,
- 5) on a periodic basis, review and evaluate subcommittee activities to determine if it should be disestablished or merged with another subcommittee, according to the following criteria: Does the need still exist which the subcommittee was created to meet? If yes, is the subcommittee the most effective mechanism for meeting that need, or might some alternative work better?

c) Functions of a subcommittee include the following:

- 1) performing tasks as assigned by the chairman;
- 2) submitting monthly written reports to the chairman.

2) Meetings

a) Regular meetings of the full standing committee shall be held at least once each month or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full committee meeting is to hear and review the committee's budget and policy recommendations and to integrate them into one committee proposal to be submitted through the Chairman to the Finance Committee. Other full meetings may be called by the chairman or upon the request of any two committee members.

b) Subcommittee Meetings. Subcommittees will meet at least monthly for as long as it takes them to complete their task, which may be a special project of short duration, or an ongoing task.

3. Reporting and Channels of Communication

a) Each committee, shall through its chairman, submit to the Board of Directors written reports on a regular Monthly basis. Such reports shall include at least the following

- 1) summary of activities during the past month;
- 2) problems encountered, if any, and assistance requested if any;

- 3) number of members at last meeting;
- 4) plans for coming month;
- 5) itemized listing of expenditures, if any
- 6) itemized listing of income, if any;
- 7) recommendations or proposals, if any, with supporting rationale.

b). The committee recorders shall prepare and submit through the chairman to the Board of Directors minutes of all full committee meetings.

Approved at a regular meeting of the Board. Replaces Administrative Resolution No. 10 dated 4/26/79.

APPROVED:

10/30/80
Date

Yes No

Arthur G. Ueberroth, Jr.
Arthur G. Ueberroth, Jr. - President

Yes No

Elaine L. Roylance
Elaine L. Roylance - Vice President

Yes No

Patricia L. Penzias
Patricia L. Penzias - Secretary

Yes No

Jack Cohen
Jack Cohen - Treasurer

Yes No

Edward J. Byrne
Edward J. Byrne - Board Member

SPECIAL RESOLUTION NO. 5 FINANCE COMMITTEE

WHEREAS, Article III , section 2, of the Bylaws provides that the Board of Directors shall have and shall exercise the powers and duties of the Association in accordance with the Maryland Condominium Act, Section 11-109(d) and further may do all such acts and things except by law, by the Declaration or by these Bylaws may not be delegated to the Board of Directors by the Unit Owners; and

WHEREAS, the Board recognizes that a program of sound asset management is essential to the financial health and viability of the Association and to the protection of owners' equity; and

WHEREAS, the Board wishes to create a standing committee to provide assistance in its duties of asset management for the Association;

NOW THEREFORE, BE IT RESOLVED THAT a standing Finance Committee be established, having the following terms of reference.

RESPONSIBILITY

The primary responsibility of the Finance Committee is to advise and assist the Board of Directors in planning and administering a program of asset Management for the Association. In fulfilling its responsibility, the Finance Committee performs functions which include, but are not necessarily limited to the following:

- 1) Review and evaluate all Financial statements, and submit written recommendations to the Board.
- 2) Advise the Board on short-term and long-term investment of Association funds consistent with the legal documents,
- 3) Assist the Board in selecting an Auditor.
- 4) As requested by the Board, assist the Board in interpreting the annual budget to the general membership.
- 5) May, at the Board's request, conduct hearings.
- 6) May perform other Functions as directed or approved by the Board.

MANNER OF ORGANIZATION

1) **Membership:** Any Owner may join the committee by attending the first committee meeting following the Annual Meeting or, during the year, by attending two out of three successive committee meetings and maintaining regular attendance thereafter. The recorder of the committee is responsible for keeping a roster of committee members.

2) **Chairman:** Except in the case where a committee is created by the Board's appointment of a chairman who in turn would select committee members from volunteers, the committee will, at

its first regular meeting following its creation, elect a chairman and alternate chairman from among its members. Chairmen shall be elected to one year terms, with the exception of the initial chairman who shall serve until the first regular committee meeting following the Annual Meeting.

3) **Vacancies:** The Board of Directors may remove a chairman with cause. A committee may vote to remove its chairman upon show of good cause. Vacancies created by either of the above or by death or by resignation of the chairman, shall be filled by the alternate chairman, and the committee will elect a new alternate.

4) **Recorder:** The chairman will designate a recorder from among the members of the committee. The recorder shall be responsible for keeping the committee membership roster, recording minutes of all committee meetings and in general maintain written documentation on committee decisions and activities.

5) **Subcommittees:** From time to time, the committee may create from among its membership such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the committee.

The standing committee chairman may form a subcommittee by appointing volunteers from the Standing Committee. The subcommittee will elect its own chairman. If the subcommittee chairman is absent from two successive regular subcommittee meetings, the subcommittee may elect a new chairman from among themselves, and promptly notify the standing chairman of that change.

MANNER OF OPERATION

The Finance Committee is to operate within the following parameters; consistent with such parameters the Committee may establish such other rules and methods of operation as it deems necessary:

1) Functions.

a) Functions of the Committee include the following

- 1) assessing conditions and needs in the area of committee responsibility;
- 2) adopting goals and objectives;
- 3) establishing priorities for committee and subcommittee activities;
- 4) proposing, for Board adoption, guidelines relative to the committee's area of operation;
- 5) reviewing committee terms of reference;
- 6) developing annual committee budget request;
- 7) taking, such actions as directed by the Board

b) Functions of the chairman include the following:

- 1) coordinating and supervising the committee activities, and meetings to assure that committee responsibilities are met;
- 2) preparing monthly committee reports for submission to the Board of Directors;
- 3) serve a budget review function For the committee, to assure that funds are being spent as allocated, or to determine if adjustments are necessary in the funds allocated to the various subcommittees.

The committee through the chairman, shall also establish such subcommittees as it deems necessary, and in so doing:

- 1) determine purpose, scope and objectives of the subcommittee,
- 2) appoint its members,
- 3) supervise subcommittee activities,
- 4) review subcommittee reports, and,
- 5) on a periodic basis, review and evaluate subcommittee activities to determine if it should be disestablished or merged with another subcommittee, according to the following criteria: Does the need still exist which the subcommittee was created to meet? If yes, is the subcommittee the most effective mechanisms for meeting that need, or might some alternative work better?

c) Functions of a subcommittee include the following:

- 1) performing tasks as assigned by the chairman;
- 2) submitting monthly written reports to the chairman

2) Meetings

a) Regular meetings of the full standing committee shall be held at least once each month or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full committee meeting is to hear and review the committee's budget and policy recommendations and to integrate them into one committee proposal to be submitted through the Chairman to the Finance Committee. Other full meetings may be called by the chairman or upon the request of any two committee members.

b) Subcommittee Meetings. Subcommittees will meet at least monthly for as long as it takes them to complete their task, which may be a special project of short duration, or an on-going task.

3) Reporting and Channels of Communication

a) Each committee, shall through its chairman, submit to the Board of Directors written reports on a regular monthly basis. Such reports shall include 'at least the following:

- 1) summary of activities during the past month;
- 2) problems encountered, if any, and assistance requested if any;
- 3) number of members at last meeting;
- 4) plans for coming month;
- 5) itemized listing of expenditures, if any;
- 6) itemized listing or income, if any;

7) recommendations or proposals, if any, with supporting rationale.

b) The committee recorders shall prepare and submit through the chairman to the Board of Directors minutes of all full committee meetings.

Approved at a regular meeting of the Board. Replaces Administrative Resolution No. 9, dated 10/24/78.

APPROVED:

10/30/80
Date

Yes No

Yes No

Yes No

Yes No

Yes No

Arthur G. Heberroth, Jr.
Arthur G. Heberroth, Jr. - President

Elaine L. Roylance
Elaine L. Roylance - Vice President

Patricia L. Penzias
Patricia L. Penzias - Secretary

Jack Cohen
Jack Cohen - Treasurer

Edward J. Byrne
Edward J. Byrne - Board Member

Exhibit A-1

FAIRHILLS OF ANnapolis CONDOMINIUM UNIT OWNERS ASSOCIATION
EXHIBIT A-1

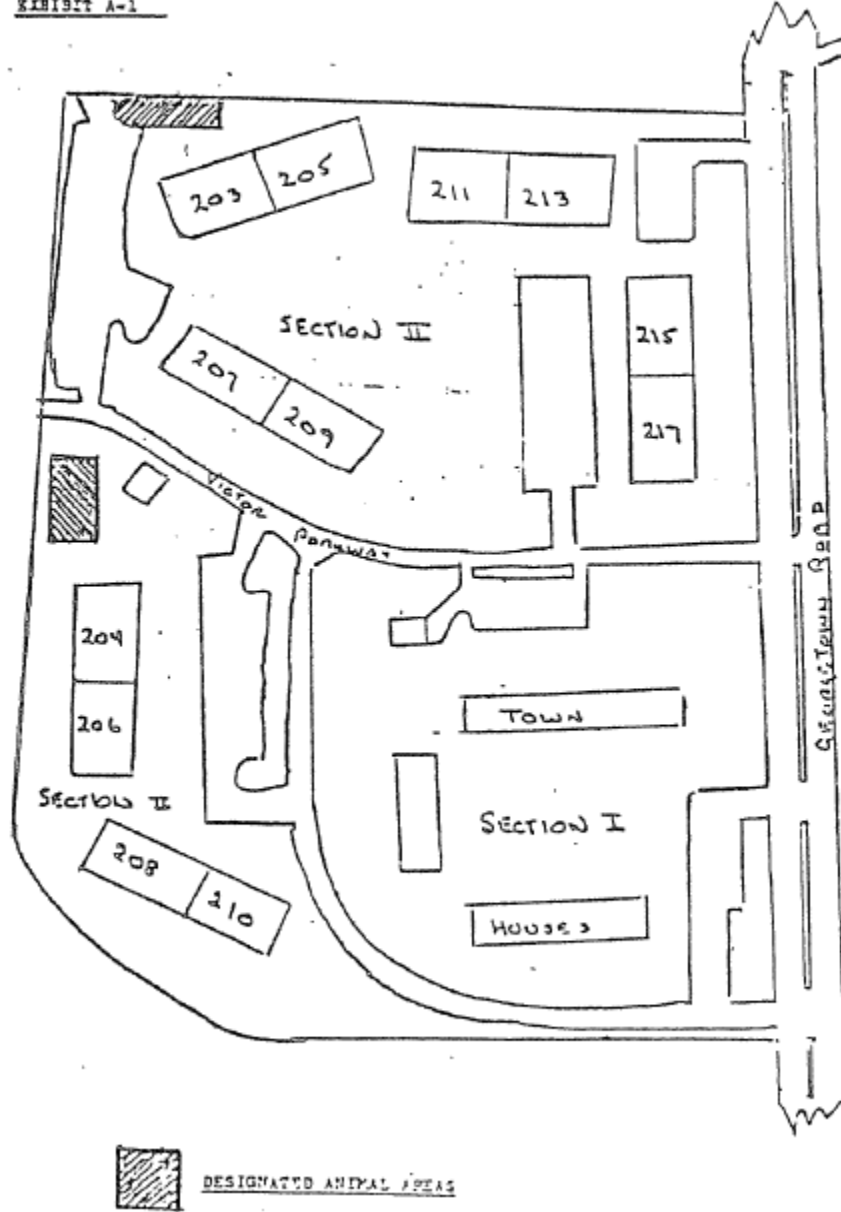


Exhibit A-2

FAIRFAX OF ANNAPOLIS CONDOMINIUM UNIT OWNERS ASSOCIATION

EXHIBIT A-2

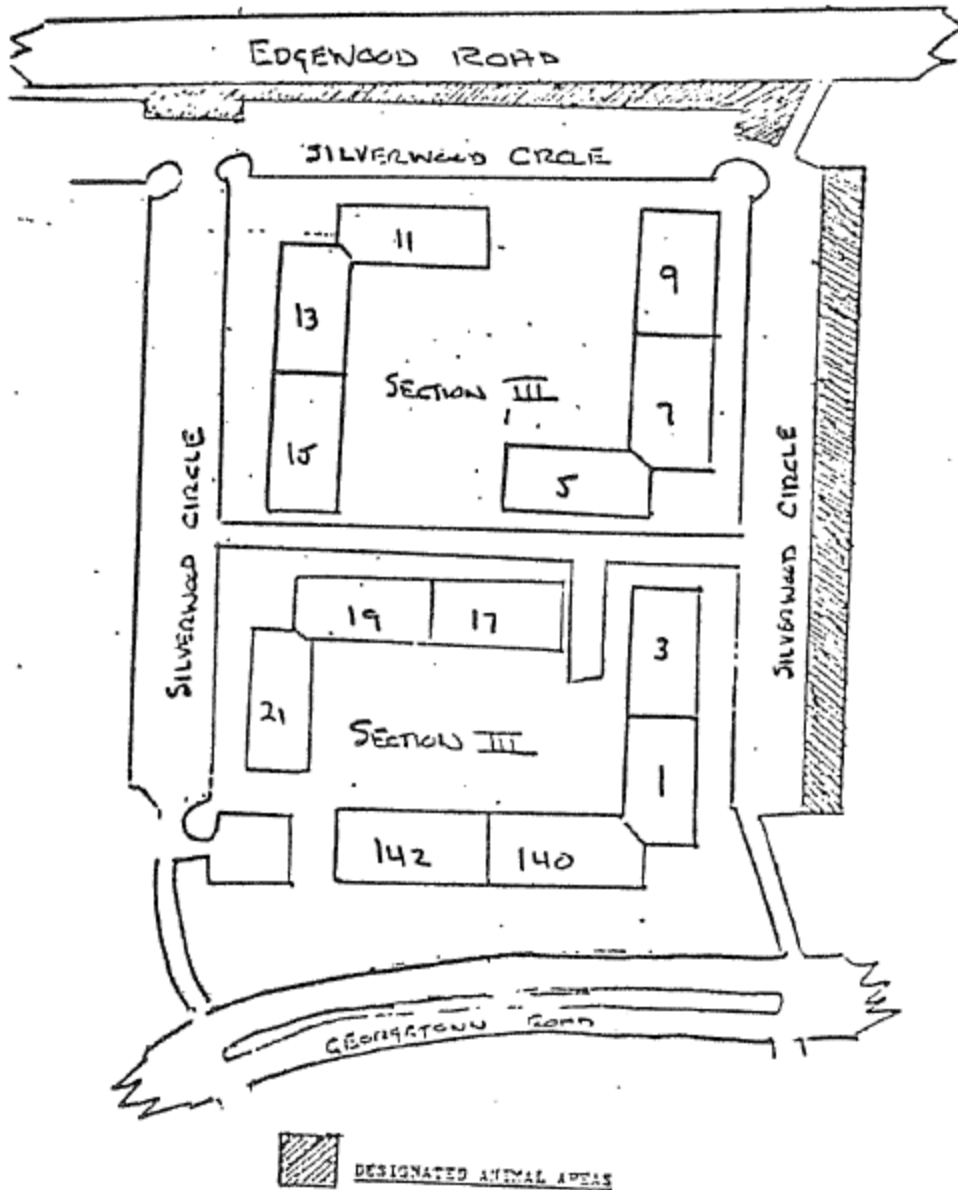
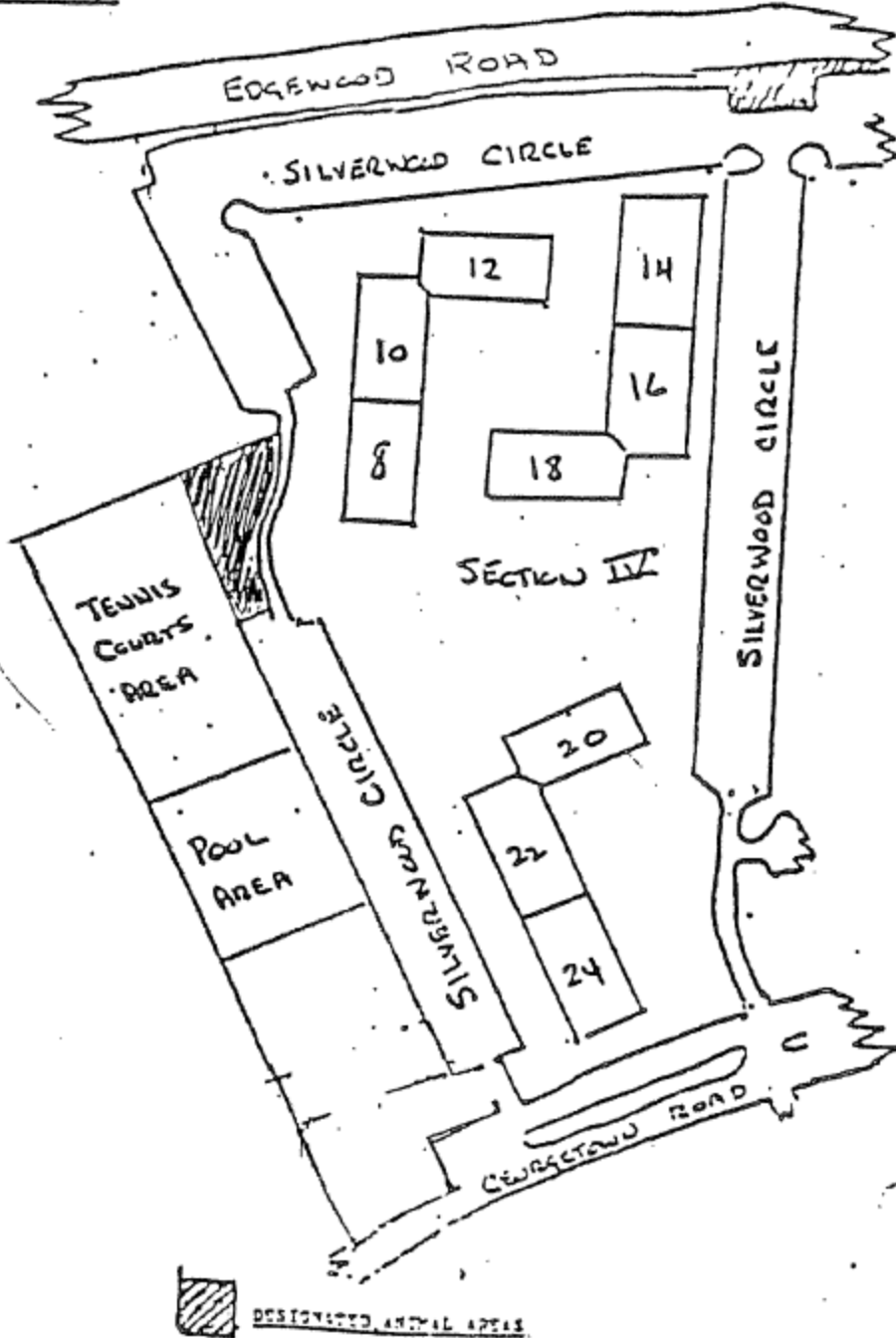


Exhibit A-3

PLANS OF ANAPOLIS CONDOMINIUM UNIT OWNERS ASSOCIATION
EXHIBIT A-3



BOARD SPECIAL RESOLUTION NO. 7-2 USE OF TENNIS COURTS


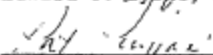
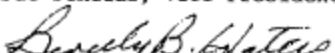
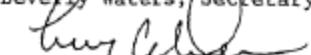
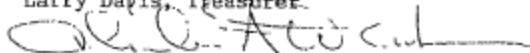


WHEREAS, Article II, Section 2(1) of the Bylaws empowers the Board of Directors to establish rules and regulations for the use of property; and,

WHEREAS, the Board wishes to provide for maximum use and enjoyment of the tennis facilities by all residents; and,

WHEREAS, it is the intent of the Board of Directors to establish rules governing the use of tennis courts;

NOW THEREFORE, BE IT RESOLVED THAT the following rules are adopted for the use of tennis courts:

1. The tennis courts are for the use of all residents (owners and renters), their immediate families, and guests.
2. Proper rubber soled tennis shoes must be worn on the courts at all times.
3. Playing time shall be limited to one hour when others are waiting. Non-players are not allowed in the court area at any time.
4. Loud talking or shouting, loud playing of radios, or any other practices annoying to players are prohibited.
5. Children under 6 years of age must be in the company and control of adults or babysitters at all times while in the vicinity, of the tennis courts.
6. It is the responsibility of the last person leaving the courts to release the tension on the nets and to be certain that the gate is secured and locked.
7. To insure security of the tennis courts, a permanent lock will be installed. Keys may be obtained at the Association Office for a nominal, nonrefundable fee. Approved: July 17, 1986 at a regular meeting of the Board of Directors.

| | |
|---|--|
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO |  _____ Edward J. Byrne, President |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  _____ Pat Penzias, Vice President |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  _____ Beverly Waters, Secretary |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  _____ Larry Davis, Treasurer |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  _____ Charlie Wheeler, Board Member |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  _____ Edward Sakers, Board Member |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  _____ |

* Note last sig was cut off in original copy

**BOARD SPECIAL RESOLUTION NO. 8-26
DESIGNATION OF COVENANTS COMMITTEE MEMBERS**

WHEREAS, pursuant to Board Special Resolution No. 3, dated October 30, 1983, and revised June 21, 1984, the Board of Directors has established a standing committee known as the Covenants Committee; and

WHEREAS, it is necessary to appoint members to serve on the Committee;

NOW THEREFORE, BE IT RESOLVED THAT the following persons be designated to serve as members of the Covenants Committee for a period to expire as of the dates indicated:

| | |
|------------------------|-------|
| Shelton Cartwright | 06-07 |
| Clayton Darnall | 06,07 |
| Ann Frye | 06-07 |
| Mary Kirier | 06-06 |
| Christine M: Klipstoin | 06-66 |
| Fred Pollock | 06-06 |
| Helen Snyder | 06-07 |

This Special Resolution supersedes Special Resolution No. 8-25 dated June 1, 2005 and any policy dated prior to June 1, 2005 under the title of Designation of Covenants Committee Members.

The foregoing Fairwinds of Annapolis Condominium, Board Special Resolution No. 8-26, entitled, Designation of Covenants Committee Members, is

APPROVED BY:

yes no Thomas O. Meredith, Jr.
Thomas O. Meredith, Jr., Chairman and Director

yes no Carolyn C. Rogers
Carolyn C. Rogers, Vice-Chairman and Director

yes no E. Michele Cross
E. Michele Cross, Secretary and Director

yes no S. Lee Caudle
S. Lee Caudle, Treasurer and Director

yes no Kenneth Hatch 4/17/06
Kenneth Hatch, Director

yes no _____
Linda J. Stark, Director

yes no _____
Steve Stark, Director

Date Approved: 4-5-06

BOARD SPECIAL RESOLUTION NO. 9-6 ISSUANCE OF SWIMMING POOL PASSES

WHEREAS, Article III, Section 2(k) of the Bylaws empowers the Board of Directors the right to control the use of common elements; and

WHEREAS, the Board of Directors deem it advisable to establish a procedure for the issuance of swimming pool passes;

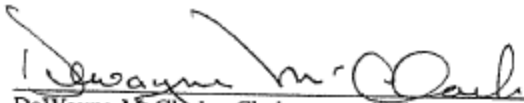
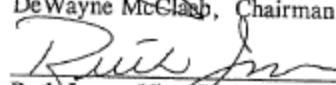
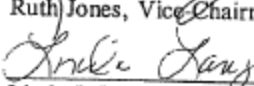
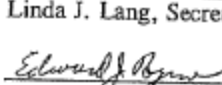
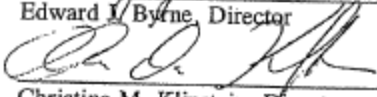
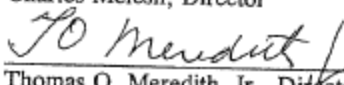
NOW THEREFORE, BE IT RESOLVED THAT the following procedure is adopted:

1. All residents of Fairwinds age thirteen (13) and over must have a pass to be admitted to the swimming pool. The type of pass will be determined by the Board of Directors. The pass will admit the bearer to the pool areas during regular hours of operation.
2. All residents of Fairwinds less than thirteen (13) years of age will be issued a distinct pass under conditions determined by the Board.
3. While passes are not required for children under two (2) years of age, they must be accompanied at all times by an adult.
4. Charges for pool passes will be determined by the Board of Directors.
5. No permanent guest passes will be issued. The Board will determine the method by which guests will be admitted into the pool.
6. Resident owners may obtain their passes at the Association office the latter part of May. They will be required to provide the names, ages, etc. of each resident in his/her unit.
7. Resident tenants will be issued passes only upon written authorization of the Unit owner. A copy of a current lease must be on file with the Association office. Names, ages, etc must be provided of each resident who resides in the unit. A single resident or tenant may have the option of purchasing an additional pass.
8. Family Memberships will be available to absentee owners for a seasonal/yearly fee which will be determined by the Board of Directors.
9. Family Membership passes will be issued only during regular office hours beginning in the latter part of May. Absentee owners will be required to provide the names, ages, etc. of each immediate family member (i.e., mother, father, children) residing in the listed home address. One pass will be issued on each name provided. The type of pass issued will be determined by the age listed for each name.
10. Any pass that has been reported lost to the Association office will be recorded at the gate and will not be honored. Such passes will be confiscated if an attempt is made to use them.
11. Neither owners whose accounts are delinquent nor their tenants will be entitled to purchase pool passes until such time as all amounts due are paid in full.

This Special Resolution supersedes Board Special Resolution No. 9-5 dated May 16, 2001 and any policy dated prior to May 16, 2001 under the title of Issuance of Swimming Pool Passes.

The foregoing Fairwinds of Annapolis Condominium, Board Special Resolution No. 9-6, entitled, Issuance of Swimming Pool Passes, is

APPROVED BY:

| | | |
|---|-----------------------------|--|
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  DeWayne McClash, Chairman and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  Ruth Jones, Vice Chairman and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  Linda J. Lang, Secretary and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  Edward V. Byrne, Director |
| <input type="checkbox"/> yes | <input type="checkbox"/> no |  Christine M. Klipstein, Director |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ Charles Melesh, Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |  Thomas O. Meredith, Jr., Director |

Date Approved: 4-17-02

BOARD SPECIAL RESOLUTION NO. 10-1 BEAUTIFICATION COMMITTEE

WHEREAS, Article III, Section 2 of the Bylaws authorizes the Board of Directors to exercise the powers and responsibilities contained in the Fairwinds of Annapolis Condominium Documents; and,

WHEREAS, to better carry out its duties, the Board deems it necessary to create a committee to assist the Board in recommending projects for enhancement and maintenance of the common elements and certain limited common elements;

NOW THEREFORE, BE IT RESOLVED THAT a Beautification committee be established having the following terms of reference:

I. RESPONSIBILITY

The responsibility of the Beautification Committee is to advise and assist the Board of Directors in the maintenance and enhancement of Fairwinds common elements with regard to landscape responsibilities and with regard to certain limited common elements such as patios and balconies.

II. ORGANIZATION

- A) The committee membership shall be voluntary. If possible, membership on the committee should include representation from each section of Fairwinds.
- B) **Chair:** The committee will, at its first regular meeting following the General Meeting of the Association, elect a chair and vice-chair from among its members for a one-year term of office. Functions of the chair shall include but not be limited to the following:
- (1) Coordinate and supervise the committee activities and meetings to ensure that committee responsibilities are met;
 - (2) Prepare monthly committee reports and attend monthly meetings of the Board to present reports on the Committee's activities. If the chair is unable to attend, he or she may designate another committee member to present the report;
 - (3) Serve as a liaison to the Board;
 - (4) Prepare Committee recommendations for the Board.

- C) **Vice-Chair:** Functions of the vice-chair shall include by not be limited to the following:
- (1) Perform all functions of the chair in his/her absence;
 - (2) Assume the chair's position if a vacancy exists, until a new chair can be elected.
- D) **Recorder:** The chair will designate a recorder from among the members of the Committee. Functions of the recorder shall include but not be limited to the following:
- (1) Record minutes of all committee meetings and, through the chair, transmit copies to the Board. The minutes shall include documentation on committee decisions, recommendations, and activities;
 - (2) Maintain a roster of committee membership;
 - (3) Maintain full records of the committee's actions, both current and past, including minutes of committee meetings and recommendations for action to the Board of Directors.
- E) **Removal from Committee:** The Board may remove a member for good cause. The Committee may vote to recommend removal of a member upon a show of good cause. The Committee may vote to replace its chair or vice-chair.

III. FUNCTIONS

In fulfilling its responsibilities, the Beautification Committee shall perform the following functions:

- A. The Committee will recommend, for the Board's approval, projects for enhancing the common grounds.
- B. The Committee will prepare an annual budget based on their estimated expenditure.
- C. The Committee will assist the Board of Directors in reviewing landscaping bids and make recommendations as it deems appropriate.
- D. The Committee will assist the landscape contractor and management representative in monitoring the conditions of the grounds and suggest new plantings or other enhancement or maintenance projects. This will include a spring and fall walk-around.
- E. The Committee will periodically review the guidelines established for planting on the common elements and the guidelines for improvements to the limited common elements and make recommendations to the Board of Directors for any modifications it deems advisable.

IV. OPERATIONS

The Beautification Committee shall conduct its business in the interest of the Association, and in strict accordance with its governing documents.

Since the Committee's function and responsibilities are seasonal in nature, the Committee shall schedule its meetings as needed.

This Special Resolution supersedes Board Special Resolution No. 10 dated October 18, 1990 and any policy dated prior to October 18, 1990 under the title of Beautification Committee.

The foregoing Fairwinds of Annapolis Condominium, Board Special Resolution No. 10-1, entitled, Beautification Committee, is

APPROVED BY:

| | | |
|---|-----------------------------|---|
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>Edward J. Byrne</u> Edward J. Byrne, Chairman and Director |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | <u>Edwin C. Weber</u> Edwin C. Weber, Vice-Chairman and Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>LaVergne K. Troutner</u> LaVergne K. Troutner, Secretary and Director |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | <u>Tom Meredith, Jr.</u> Tom Meredith, Jr., Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>Patricia Penzias</u> Patricia Penzias, Director |
| <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no | <u>John Edward Sakers</u> John Edward Sakers, Director |
| <input type="checkbox"/> yes | <input type="checkbox"/> no | <u>Lowell G. Salmon</u> Lowell G. Salmon, Director |

Date Approved: 6-15-95

GUIDELINES AND PROCEDURES

GUIDELINES AND PROCEDURES FOR PLANTING ON THE COMMON ELEMENTS

Guidelines for planting by owners on the general common elements have been established by the Board of Directors in order to maintain a reasonable and uniform pattern of flower and shrubbery beds while allowing those who enjoy gardening an opportunity to enhance the appearance of the condominium grounds.

It should be noted, however, that individual plantings, if not properly maintained and controlled, can increase the overall landscaping costs. On this basis, the guidelines for planting will be strictly enforced by the Association.

I. PLANTING ON THE GENERAL COMMON ELEMENTS

A. PROCEDURES

No trees, bushes, shrubbery or vines shall be planted in any beds or elsewhere on the general common elements without the consent of the Board of Directors. An owner may, however, request permission to plant trees, bushes or shrubbery (or have them planted) at their own expense. To be granted permission:

- 1) A written request must be submitted to the Board of Directors on the form provided by the Association office specifying the kind of plantings, the general location in which they are to be planted, and the date the planting will begin.
- 2) The request shall be reviewed by the Covenants Committee, with input from the Beautification Committee, and their recommendation forwarded to the Board of Directors for action. The Applicant shall be advised of either approval or denial by the Board of Directors.
- 3) If the request is approved, such trees, bushes or shrubbery shall become the property of the Association which shall be responsible for their maintenance.
- 4) If the request is denied, the applicant shall be advised of the right of appeal to the Board. If an appeal is made, a date for review will be set and the Applicant advised accordingly.

B. GUIDELINES

- 1) No trees, vegetables, bushes, shrubbery or vines shall be planted on the general common elements unless approved by the Board of Directors. Vines or similar growth planted in patios (limited common elements) shall be restrained from growing beyond the patio into the general common elements, climbing up the sides of buildings, up patio and stairwell railings or into other plantings.

2) No statuary, bird baths, trellises, or any other type of decoration shall be placed on the general common elements. No hanging containers, hanging planters, bird feeders or decorations shall be placed in the planting beds or in any trees or shrubbery on the general common elements.

II. ESTABLISHMENT OF NEW PLANTING BEDS

A. PROCEDURES

- 1) An owner who wishes to establish a new planting bed on the general common elements must submit a written request to the Board of Directors on the form provided by the Association office identifying the site requested by sketch or photograph, and the size and type of plants to be included.
- 2) The request shall be reviewed by the Covenants Committee, with input from the Beautification Committee, and their recommendation forwarded to the Board of Directors for action. The Applicant shall be advised of either approval or denial by the Board of Directors.
- 3) If the request is approved, the planting may be done under the guidelines outlined below.
- 4) If the request is denied, the applicant shall be advised of the right of appeal to the Board of Directors. If an appeal is made, a date for a review will be set and the Applicant advised accordingly.

B. GUIDELINES

- 1) Location of planting beds on the general common elements shall be limited to an area adjacent to the outside building walls or adjacent to the owner's patio.
- 2) New beds established for planting shall be no more than three (3) feet or less than two (2) feet in width. The boundaries of the bed must be clearly maintained and the bed adequately mulched.
- 3) No trees, vegetables, bushes, vines or shrubbery shall be planted in the beds. Plantings shall be limited to annuals or perennials, and shall not exceed four (4) feet in height. The plantings shall not be allowed to climb the sides of buildings, patios or stairwell railings or into other plantings, or interfere in any manner with the maintenance of the adjacent lawn or walkways.
- 4) No statuary, bird baths, trellises, hanging containers, hanging planters, bird feeders, or decorations of any kind shall be placed in the planting bed.
- 5) Planting beds which are allowed to become unsightly or infested, or are not properly maintained, shall be removed by the owner at his/her own expense.
- 6) During the winter, or non-growing season, the owner must maintain the planting beds in a neat and orderly fashion.

7) Owners who move from the property must restore the area to its original condition at his/her own expense prior to cessation of their ownership unless the new owner requests and receives approval from the Board of Directors to continue and maintain the existing bed.

III. PLANTING IN ALREADY ESTABLISHED BEDS

A. PROCEDURES

1) Owners may plant annuals or perennials in already established planting beds such as the shrubbery beds located in the front or rear of the buildings. Board approval is not necessary for these plantings; however, since individual plantings, if not properly maintained, can increase overall landscaping costs, the owner responsible for the plantings may be requested to remove those planting which do not conform to the guidelines listed below.

B. GUIDELINES

1) Plantings in already established beds shall be limited to annuals and perennials that shall not exceed four (4) feet in height. No trees, vegetables, bushes, vines or shrubbery shall be planted in these beds. Plantings shall not be allowed to extend beyond the beds, climb the sides of the buildings, patios or stairwell railings or into other plantings, or interfere in any way with the maintenance of the adjacent lawn or walkway.

2) No statuary, bird baths, trellises, or any other type of decoration may be placed in the planting beds.

3) Owners who plant in already established beds shall assume the responsibility for weeding, watering, and ensuring that the beds and plantings remain in a neat and orderly fashion. If, for any reason this responsibility can no longer be fulfilled, the Board of Directors shall be notified.

4) Maintenance of existing shrubbery, bushes and trees remains the responsibility of the Association. No owner shall remove, prune, or add to the existing shrubbery, bush, or tree plantings, without Board authorization.

IV. PLANTINGS APPROVED FOR NEW PLANTING BEDS AND ALREADY ESTABLISHED BEDS:

| | | |
|---------------|---------------|--------------|
| Ageratum | Geranium | Portulaca |
| Chrysanthemum | Impatiens | Scarlet Sage |
| Coleus | Lobelia | Verbena |
| Dahlia | Marigolds | Wax Begonia |
| Dusty Miller | Pansy/Petunia | Zinnia |

Any other varieties must be approved by the Beautification Committee.

GUIDELINES FOR IMPROVEMENTS TO THE LIMITED COMMON ELEMENT

Any owner who desires to make improvements to the limited common element must obtain prior permission from the Board of Directors through the Covenants Committee.

A. BLINDS

- 1) Blinds must be of uniform solid color: green, brown, white or tan. No prints, patterns or multicolored blinds will be permitted.
- 2) Blinds must be of a wood, plastic, bamboo or similar composition. Canvas or cloth material blinds will not be permitted.
- 3) Blinds must be securely attached to the ceilings of patios or balconies.
- 4) Blinds must be of the roll-up type.
- 5) Blinds must be kept in a neat and attractive condition.

B. FLOOR TREATMENTS

- 1) Carpeting
 - a) Carpets must be of a solid color: green, brown or tan. No prints, patterns or multicolored carpeting will be permitted.
 - b) Carpeting must be of an indoor/outdoor type.
 - c) Carpeting must be securely attached.
 - d) Carpeting must be kept in a neat and attractive condition.
- 2) Other Floor Treatments
 - a) Materials suitable for outdoor elements, such as pressure treated lumber, flagstones, etc., may be installed on patio or balcony floors.
 - b) All flooring must be kept in a neat and attractive condition.

***NOTE - Unit owners are responsible for keeping individual patio drains clear and accessible at all times. No flooring treatment will be approved unless the drains are left open and/or access is easily obtained.

C. Screening

- 1) Approved screening must be unpainted or black galvanized wire.
- 2) Screening must extend from the deck level up to the top of the railing.
- 3) Screening must be stretched tightly around the railing and securely attached at both ends to avoid subsequent sag.
- 4) Screening must be maintained in a neat and attractive condition.

D. Gates

- 1) Gates will only be permitted at patio units.
- 2) Gates must be of wrought iron, of approved design and properly maintained by the unit owner.

E. Porch Lights

- 1) Porch lights must be installed so the light is directed against one's own portion of the building.
- 2) Application should include all specifics of intended installation (such as wattage, size of light, location where light is to be installed, etc.).
- 3) If complaints or disturbances to neighbors are received regarding a porch light, the Board will have the right to require that the light be removed.

Any request for the above improvements should be directed to the Covenants committee on a form provided by the Association. Such requests should also include full details as to color, type of material and the exact location where the improvement is to be made.

After reviewing a request, the Covenants Committee will submit their recommendations to the Board of Directors. The Board will notify the requestor of its action.

Any improvements made without approval, or any that become unsightly, will be removed by the Association at the owner's expense.

A renter who desires to make improvements in accordance with the above guidelines must obtain approval from the Board of Directors through his/her landlord in the same manner as outlined above.

The foregoing Fairwinds of Annapolis Condominium, Guidelines for Improvements to the Limited Common Elements was approved by the Board of Directors on 4-20-95.

GUIDELINES FOR USE AND MAINTENANCE OF THE LIMITED COMMON ELEMENTS

In accordance with Fairwinds of Annapolis Condominium Bylaws, the limited common elements and all yards must be kept in an orderly condition so as not to detract from the neat appearance of the community. In this regard, the following stipulations apply to the maintenance of the limited common elements, including windows, screens, patio doors, balconies, patios and yards. In the case of rental units, it shall be the owner's responsibility to ensure that the tenants maintain the limited common elements as described within these guidelines.

- 1) No motorcycles may be parked on the patios, balconies, front entranceways or the yards, nor shall automotive parts, including, but not limited to, tires, engines, engine or body parts, be kept on the patios, balconies or yards.
- 2) No clothesline or drying rack shall be permanently or temporarily placed in any patio, balcony, or yard. No clothing, towels, household linens or other such material shall be placed on the railings, fences or other such structure of balconies, patios or yards.
- 3) Only furniture suitable for outdoor use shall be placed on the balconies, patios or yards. Furniture designed for indoor use is not allowed, i.e., upholstered furniture or furniture that would be damaged by exposure to the elements.
- 4) With the exception of humming bird feeders, no other feeders or houses will be permitted on the patios or balconies.
- 5) The balconies, patios, or yards shall not be used for storage of any items, including, but not limited to flammable liquids, paints, or potentially dangerous materials. Nor shall these areas be used for storage of construction materials, i.e., lumber, concrete blocks, bricks, and other such materials.
- 6) The unit owner shall be held responsible for repairs of any damage done to the exterior brick, wooden or concrete walls of balconies, patios or townhouses through the use or installation of hooks, bolts or such devices to secure any items for decoration or utility purposes.
- 7) Unit owners/residents are responsible for regular cleanup of debris which may appear on the patios/balconies (this refers to such items as grass clippings, leaves, dead plants, etc.).
- 8) Property owners will exercise all due diligence to replace damaged windows, screens and/or patio doors within a four-five-day period. If circumstances require a longer period, the owner may request an extension of time from the Covenants Committee or their appointed agent. In cases of damage to windows, screens, or patio doors by natural or man-made causes, or replacement of existing openings for maintenance and/or upgrade, owners may protect their property with the installation of plywood only on a temporary basis. Owners must install only

approved type window, screen, or patio doors. Any window, screen, or patio door replacement that include replacement of frames, trim and/or jambs are subject to the final approval of the Covenants Committee or their appointed agent.

9) Interior window treatments for windows and/or patio doors visible from the outside can be either curtains, blinds, or both, of a neutral color, and must be in good repair. Unit occupants have to install either curtains or blinds. However, sheets, tarps, or other material shall not be used as long-term window/patio door treatments. The use of sheets, or cardboard is permitted only for a limited time or at the pleasure of the Covenants Committee during periods of initial occupancy or repair emergency of owner/tenants.

10) If an owner (or the owner's tenant) shall fail to keep his limited common elements orderly, upon adequate notice from the Board of Directors, the Board may have any objectionable items removed from the limited common elements so as to restore its orderly appearance, without liability therefore, and charge the unit owner any costs incurred in the process.

The foregoing Fairwinds of Annapolis Condominium, Guidelines for Use and Maintenance of the Limited Common Elements was updated and approved by the Board of Directors on 10-5-05.

GUIDELINES FOR USE OF THE COMMON ELEMENTS

The Board of Directors has hereby established guidelines for use of the Common Elements in order to maintain the overall appearance of the community and the quality of life for all residents in Fairwinds.

- 1) The sidewalks, paths, driveways and other areas for use in getting to and from parking spaces, Units and/or recreational facilities shall not be obstructed or used for any purpose other than for ingress to and egress from the parking spaces, Units and/or recreational facilities.
- 2) The common areas shall not be used for the storage or placement of furniture or any other article, including, but not limited to, plants, boxes, shopping carts and the like.
- 3) No rugs shall be beaten on common areas, or dust, rubbish or litter swept from the Unit or any other room thereof onto any of the common areas.
- 4) Persons shall not be permitted to loiter or play in any common area not specifically designated as a play or recreation area.
- 5) Recreational facilities (tot lots, tennis courts, pool, athletic field and picnic area) are for the use of residents and their guests only. Users of the recreation areas are responsible for the removal of all articles brought there by them, including, but not limited to, tennis balls, towels, books and magazines.
- 6) Residents and their guests must deposit all rubbish or litter in the designated enclosed areas and receptacles provided for such purpose.
- 7) No alcoholic beverages are permitted to be consumed on the common elements.
- 8) No vehicles are permitted on the lawn areas.
- 9) Activities must end at dusk.
- 10) No Unit owner or occupant shall make or permit to be made any disturbing noise in the common areas by himself, his family, friends, tenants, employees, servants or invitees; nor permit anything to be done by any such persons as would interfere with the rights comfort or convenience of other Unit owners or occupants.
- 11) The owners and occupants of the Units shall in general not act or fail to act in any manner, which unreasonably interferes with the rights, comfort and convenience of other Unit owners and occupants.

The foregoing Fairwinds of Annapolis Condominium, Guidelines for Use of the Common Elements was approved by the Board of Directors on 8-4-04.

GUIDELINES FOR UNIT INTERIOR WALL MODIFICATIONS

Any owner who desires to make changes to the interior of their unit by modifying/removing any wall(s) must obtain prior permission from the Board of Directors through the Covenants Committee.

- 1) If any wall, or portion of a wall, being removed contains electric lines, any work done in the removal and/or moving of the electric lines must be done by a licensed electrician.
- 2) If any wall, or portion of a wall, being removed contains plumbing and/or gas lines, any work done in regards to these lines (plumbing/gas) must be done by a licensed plumbing contractor.
- 3) Should there be any changes proposed that will change the location of any plumbing lines, gas lines and/or dryer vent lines, a detailed description of the work to be done must be provided to ensure that the proposed changes will not detrimentally effect any neighboring units and/or the building.
- 4) All work will be done in a professional manner to ensure that there will be no problems from the proposed work which would be detrimental to any neighboring units and/or the building.

PLEASE NOTE -- Floor plans are available which highlight wall areas which may be removed from the various units. It is important that an Application for Improvements be submitted for any proposed wall removals in a unit to ensure that all work is done in accordance with these guidelines.

The foregoing Fairwinds of Annapolis Condominium, Guidelines for Unit Interior Wall Modifications was approved by the Board of Directors on 11-19-98.

GUIDELINES FOR STORAGE CABINETS ON THE PATIOS/BALCONIES

Approval must be obtained from the Board of Directors prior to the installation of any storage cabinet on the patio/balcony of any unit.

I. SECTION II— (VICTOR PARKWAY)

- a) Plastic style cabinets may be placed in the alcove area of the patio/balcony upon approval from the Board.
- b) Any cabinet that is placed on the patio/balcony must fit within the confines of the alcove area (general size would be 20 cubic feet — 36" w x 21" d).
- c) Cabinets are to be of a neutral color (tan, beige, cream, etc.)
- d) A picture or drawing (including measurements) of the cabinet being requested should be provided to the Board, if available.

II. SECTION III & IV — (GEORGETOWN ROAD, SILVERWOOD CIRCLE)

- a) Plastic style cabinets may be placed against the sliding glass door of the patio/balcony upon approval from the Board.
- b) Any cabinet that is placed on the patio/balcony must be of a 'chest' design (with measurements not more than 1'10" h x 3'5" w x 1' 10" d).
- c) Cabinets are to be of a neutral color (tan, beige, cream, etc.)
- d) A picture or drawing (including measurements) of the cabinet being requested should be provided to the Board, if available.

Any request for the placement of a cabinet should be directed to the Covenants Committee. The request can be made by letter or completion of an Application for Improvements. After reviewing a request, the Covenants Committee will submit their recommendation to the Board of Directors. The Board will notify the requestor of their decision. Any improvement made without approval, or any that becomes unsightly, will be subject to removal by the Association at the unit owner's expense.

The foregoing Fairwinds of Annapolis Condominiums, Guidelines for Storage Cabinets on the Patios/Balconies, was approved by the Board of Directors on 4-7-04.

FAIRWINDS OF ANNAPOLIS GENERAL GUIDELINES

Following is a listing of general guidelines to assist in the handling of issues and concerns that may periodically be presented to the Fairwinds Office, Management, the Board of Directors, etc.

WATER LEAKS

Special Note — any leak must be reported immediately upon discovery. If there is no active leak found when the report is made and we are unable to locate a possible source, the Association may not be responsible for damages as there would be no way of knowing how long ago the problem may have occurred.

- 1) In the event water leaks into a unit from an exterior source (i.e., roof, brick facade, etc.) that is the Association's responsibility to maintain, any damages that may occur in the unit as a result of said leak would be repaired by the Association.
- 2) Windows and doors are the unit owner's responsibility to maintain, repair and replace. In the event a leak is determined to be from a window or door, the unit owner will be responsible for correcting the problem. The Association will not be responsible for damages that have occurred from this type of leak.
- 3) In a situation where water leaks from an upper unit to a lower unit, the owner of the upper unit is responsible for repair of the problem that caused the leak. The Association will repair the damages that may have occurred as a result of this leak, however, if said leak occurs again (indicating that the upper unit owner is not correcting the problem), the owner of the upper unit will be responsible for repairs to the lower unit.
 - a) In the event the upper unit owner becomes responsible for repairs to a lower unit through their apparent negligence in correcting a problem, the Association will have the right to have repairs made in the lower floor unit with the costs of such repairs billed to the upper unit owner.
- 4) In a situation where a unit has a leak with damages that occur only in that unit, the unit owner will be responsible for correcting the problem and making any repairs to the damages that may have occurred.
 - a) In the event the problem that causes damages is from a common plumbing line, the Association will repair the problem and any resulting damages that may have occurred.

FIRES

- 1) In a situation where a unit has a fire with damages that occur only in that unit, the unit owner will be responsible for correcting the problem that caused the fire to ignite and making any

repairs to the damages that may have occurred.

a) In the unlikely event the problem that causes a fire to ignite should be determined as coming from a common element item, the Association will repair the problem and any resulting damages that may have occurred.

PEST CONTROL

The Association will provide weekly spraying services for up to five (5) units per week for any owner/resident who requests it. No unit will be sprayed more than once a month unless the pest control service has indicated a severe problem that requires additional/special treatment. If the additional/special treatment required is beyond the contracted weekly baseboard spraying, the unit owner will be responsible for any expenses involved in the treatment.

Bees — Each owner/resident is responsible for the treatment and/or removal of bees and their nests in any area that is under the sole use and control of that owner/resident (i.e., inside the unit, on the patio/balcony, inside the furnace room). The Association will take care of treatment and/or removal of bees and their nests in any common area location.

Mice — Each owner/resident is responsible for the treatment and/or removal of mice in any area that is under the sole use and control of that owner/resident (i.e., inside the unit, on the patio/balcony, inside the furnace room).

Squirrels — Each owner/resident is responsible for the treatment and/or removal of squirrels that may be in the units HVAC room.

Bats — As bats, generally speaking, are accessing areas from the common elements, and as special approvals and trappings are required for their removal, the Association will, unless otherwise determined, be responsible for the treatment and/or removal of any bats that may have set up residence in any building location on the property.

NOTE: The Association can arrange for the treatment and/or removal of any 'critter' for the unit owner/resident at the unit owners request, with the fees for the work to be billed to the unit owner.

PARKING

SPECIAL NOTE — These are general guidelines/procedures to be followed in the process of inspecting vehicles and noting violations, preparing posting/tow notices and/or providing information to Management for action (letter or Cease & Desist) on a violation.

1) When inspecting the parking lots for vehicle/parking violations, the entire vehicle

(front, back & sides) should be inspected before any notices would be posted.

- 2) If the vehicle being inspected has not been observed on the property before and/or been on the property for at least five (5) days, then it should be noted on a list for re-inspection, but not posted. If the vehicle continues to be observed on the property after the initial recording of the vehicle then it should be posted for tow.
- 3) Any vehicle that is found to display a decal that is not posted in the required location should have the decal number noted and reported to management in order that a Cease and Desist for the violation can be sent.
- 4) In the case where a vehicle may have no tags, but does display a Fairwinds decal, the vehicle will be posted with a 48-hour tow notice.

COMPLAINTS

- 1) When a verbal complaint is provided, a letter/reminder will be sent to the unit owner for correction of the reported problem.
- 2) When a written complaint is provided, a Cease and Desist order will be sent to the unit owner for correction of the reported problem. The owner will be given 10 calendar days in which to correct the violation.
- 3) If further written complaints are received regarding a violation that is under an active Cease and Desist, a hearing will be scheduled, with both the unit owner and tenants (if applicable) as well as the complaining party being invited to provide information, proof, evidence regarding the violation and/or correction of same.
- 4) In the case where a unit is rented, a copy of any letters, Cease and Desists and/or hearing notifications mailed to the owner regarding a reported violation will be mailed to the tenant(s) as well.

INSPECTIONS

Inspections are to be conducted on a regular schedule (to be provided to the Board of Directors). The following actions should be taken as a result of items found during an Inspection:

- 1) A reminder/warning type of letter should be sent to any unit owner where a problem and/or violation is found that pertains to their unit and/or vehicle (or tenants vehicle).
 - a) A deadline for correction of the problem and/or violation must be provided in said letter.
 - b) In the event the requested correction is not made by the deadline, a Cease & Desist shall immediately be sent providing for 10 calendar days to correct the problem.

- c) In the event the problem and/or violation is still not corrected after the deadline on the Cease & Desist, then a hearing shall be scheduled at which the owner and tenant (if applicable) shall be invited.
 - d) In the case where a unit is rented, a copy of any letters, Cease & Desists and/or hearing notifications mailed to the owner will be mailed to the tenant(s) as well.
- 2) A Work Order will be prepared for any item/issue that can be checked and/or handled by Fairwinds maintenance technician. In the event the item/issue cannot be taken care of by Fairwinds maintenance technician, then a contractor shall be contacted.
- 3) If an item/issue found during the course of an inspection is of such a nature that it is known that a contractor will be needed, than a contractor should be contacted immediately and arrangements made for investigation of the matter.

ANTENNA REPAIRS

As the Bylaws require that the Association maintain the antenna system, upon receipt of a phone call or written report regarding a problem with the antenna reception for a specific building, the antenna service company shall be contacted and the needed repairs arranged.

SUGGESTIONS/REQUESTS

- A) If a suggestion/request is presented at a Board Meeting, this shall be considered as being submitted in writing as the item will be included in the written Minutes of said meeting.
- B) Any suggestion/request that is presented to the Association Office and/or Management Company, must be provided in writing for either 1) presentation to the Board at their next monthly meeting or 2) action to be taken by the Office and/or Management.

SIGNS

No signs are permitted at any location on the property or at any location in or on the units with the following exception:

- 1) One (1) 'For Rent' or 'For Sale' sign may be displayed within the confines of a unit by a unit owner and/or their agent. 'Within the confines of a unit' means that one sign may be posted inside of a window or on the inside of a patio or balcony railing only.

BUILDING STORAGE

In keeping with the Bylaw Rules and Regulations, Item #2, 'The common areas shall not be used for the storage or placement of furniture or any other article, including, but not limited to, plants, boxes, shopping carts, and the like.'

In the event any item is reported/observed on the grounds or on the inside foyers/landings/stairwells/hallways/etc. of any building, a notice will be posted in the building and on the item(s) for removal. If the item is not removed by the date specified on the notice, the Association will remove and dispose of the item at the article owners' risk. If it is known whom the item(s) belongs to and the Association is forced to remove it, the article owner will be billed for any expenses incurred in the removal and disposal of the item.

Note: Only the Board of Directors is permitted to grant exceptions to storage of items in the buildings. To obtain an exception, a request must be submitted, in writing, prior to the placement of any item.

MINUTES

- 1) Monthly Board Meetings — Minutes of each monthly Board Meeting will be available for viewing to all owners/residents upon approval of said minutes (which would generally occur at the next monthly Board Meeting).

- 2) Annual Meetings — Minutes of the Annual Meeting will be available for viewing to all owners/residents at the start of the next Annual Meeting (generally occurring on one year intervals) for approval of said minutes. Once these minutes have been approved, these minutes would be available for any owner/resident to view.

- 3) Hearings
 - a) Violation Hearings — Minutes of violation hearings will be available only to the Board of Directors.
 - b) Procedural Hearings — Minutes of issues that affect the functioning of the Association (generally these would involve resolutions for the Association) would be available to all owners/residents once these minutes have been approved at the next monthly Board Meeting.
 - c) Executive Session Hearings — Minutes of Executive Sessions held by the Board of Directors would not be available to anyone except Members of the Board as the issues addressed may be delicate in nature.

CONTRACTOR WORK

The following guidelines apply to work performed by any contractor that is outside of the parameters of any set contract:

- 1) No contractor is to conduct any work without approval and issuance of a Work Order.
- 2) Work Orders must come out of the Fairwinds Site Office Manager or the Property Manager. Office and are to be issued by either the
- 3) Invoices for completed work are to be matched with the issued Work Order for said
- 4) No invoices will be paid if the work has not been approved and a Work Order issued work prior to the work being done.

These General Guidelines were accepted by the Board on 4-5-06.