

**THE FAIRFIELD HOUSE CONDOMINIUM ASSOCIATION**  
**ADMINISTRATIVE RESOLUTION #**  
**COVENANTS COMMITTEE CHARTER**

**Whereas**, Article III, Section 2 of the Bylaws for The Fairfield House Condominium Homeowners Association, Inc. ("Bylaws") provides that The Fairfield House Condominium Homeowners Association, Inc. ("Association") Board of Directors ("Board") shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owner's Association and may do all such acts and things as are not by the Condominium Act, the Declaration or by these Bylaws required to be exercised and done by the Unit Owner's Association.

**Whereas**, for the benefit of the Association and its Members, the Board deems it necessary to set forth the establishment of a Covenants Committee and set forth the responsibilities and guidelines for conduct of the Covenants Committee;

**NOW THEREFORE**, be it resolved that the establishment of a Covenants Committee and the following procedures for the Covenants Committee are adopted and implemented herewith:

**A. RESPONSIBILITIES**

1. The Covenants Committee shall serve as an architectural review board and shall review the external design, appearance and location of the Lots and Structures thereon, so as to enforce the architectural provisions of the Declaration;
2. The Covenants Committee shall preserve and enhance values and maintain a harmonious relationship among Structures and the Property.
3. The Covenants Committee shall serve in such other capacities as may be determined, from time to time, by the Board of Directors in monitoring for compliance with the provisions of the Declaration and Bylaws of the Association. Any determination or recommendation of the Covenants Committee shall be submitted to the Board for final approval.

**B. ELIGIBILITY**

1. Covenants Committee candidates and members shall be Unit owners in good standing.
2. For purposes of this Resolution, "good standing" shall be defined as the absence of any liens, suspension of privileges, assessment delinquency (i.e., 30+ days delinquent), or pending legal action with the Fairfield House

Condominium Homeowners Association.

C. **APPOINTMENT AND TERMS**

1. The Committee shall consist of three members appointed by the Board of Directors, but may thereafter be increased or decreased in size by the Board of Directors, from time to time.
2. Members of the Committee shall serve for a term of one year, or until their successors are elected and qualified.
3. If the Board of Directors determines that there is insufficient interest or participation in the Committee, or if the Committee is acting inconsistently with its Charter or the Association's governing documents, the Board may disband the Committee until such time as the Board deems appropriate. In the absence of an appointed Covenants Committee, the Board of Directors shall serve in the role of the Covenants Committee.

D. **VACANCY**

1. Any vacancy in the membership of the Covenants Committee shall be filled by an appointed member by the Board to serve for the remaining portion of the term of the originally appointed member.
2. If any vacancy shall occur, the remaining members of the Covenants Committee may continue to act until the vacancy has been filled.

E. **REMOVAL OF COVENANTS COMMITTEE MEMBER**

1. Any member may be removed from the Covenants Committee, with or without cause, by the Board.
2. Any member of the Covenants Committee who is delinquent in the payment of the Annual Assessment may be removed by the Board in its sole discretion.

F. **ELECTION OF OFFICERS**

1. The Board shall appoint a Chair of the Covenants Committee. Other officers of the committee may be elected by the committee membership. The Chair, or a designee, shall:
  - a. be responsible for conducting meetings of the Covenants Committee;
  - b. attend, or send a designee to, each regularly scheduled business

meeting of the Board or submit a written report for inclusion in the Board meeting packet;

- c. represent committee recommendations, update the Board on the status of pending committee tasks, request assistance from the Board, as need, and answer any questions the Board may have regarding Covenants Committee assignments.
2. The Covenants Committee shall elect a Secretary who will be responsible for maintaining accurate minutes of the Covenants Committee meetings and a record of the votes taken at the Covenants Committee meeting, and submitting the minutes and voting record to the Board of Directors in a timely manner.

G. **MEETINGS**

1. The Covenants Committee shall hold regular or special meetings as necessary. Meetings of the Committee may be called by the Chair of the Committee or by a majority of the members of the Committee.
2. All Covenants Committee meetings shall be open to Members of the Association. A portion of every Covenants Committee meeting shall be designated for owner forum. Owner forum will be conducted in accordance with procedures established by the Committee. The Covenants Committee may meet in executive session to discuss matters before the Covenants Committee pursuant to Section 55-510.1 C of the Act. Any vote of the Committee shall be taken at an open meeting.
3. In order for the membership to be reasonably informed of committee meetings, the Covenants Committee Chair shall ensure that all meetings of the committee are listed in the newsletter or through any other means of posting consistent with Association policy and in manner reasonably calculated to be available to a majority of the Association's members.
4. If it is necessary for the Covenants Committee to reschedule or cancel a meeting, the Covenants Committee Chair shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The Covenants Committee Chair shall be responsible for contacting the members of the Covenants Committee regarding rescheduled or canceled meetings and for ensuring the notice of the rescheduled meeting is published to the Association's members as described above. The Covenants Committee Chair should designate a limited time period on each meeting agenda for homeowner input.
5. A majority of the members of the Covenants Committee present at any meeting shall constitute a quorum.

6. A majority vote of members present at a meeting shall constitute a decision of the committee.
7. A copy of all minutes, rules, regulations and policy statements of the Covenants Committee shall be filed with the records of the Association and shall be maintained by the Association's management agent as a permanent record. The Association shall make copies thereof available to any interested Member in good standing at a reasonable cost or shall make such minutes, rules, regulations and policy statements available to any Member for copying, except for those documents described in Section 55-510.C of the Act, which shall be withheld from inspection and copying.

**THE FAIRFIELD HOUSE CONDOMINIUM HOMEOWNERS ASSOCIATION,  
INC.  
RESOLUTION ACTION RECORD**

Resolution Type: Administrative No. \_

Pertaining to: Covenants Committee Charter

Duly amended and adopted at a meeting of the Board of Directors of The Fairfield House Condominium Homeowners Association, Inc. held June 1, 2010

Motion by: Jane Brill                      Seconded by: Joni Calmbacher

NAME	OFFICE	YES	NO	ABSTAIN	ABSENT
Avisesh Sahgal	President	x			
Joni Calmbacher	Vice President	x			
Joni Calmbacher	Treasurer				
Amanda Rieter	Secretary				x
Jane Brill	Director	x			
Steve Mackey	Director				x

Attest: Jane Brill (Secretary) Date: June 1, 2010  
FILE:

Book of Minutes — FY10 Board

Book of Resolutions:  
Administrative Policy No.

Resolution effective: June 1, 2010