

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION
COVENANTS COMMITTEE CHARTER**

WHEREAS, Article V, Section 2 of the Amended and Restated By-laws of the Lake Manassas Residential Owners Association, Inc. ("Bylaws") authorizes the Board of Directors to create and appoint a Covenants Committee, whose purpose would include being a hearing tribunal for violations of the Association's Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Lake Manassas Residential Owners Association ("Declaration"), Bylaws, and duly adopted rules and regulations;

WHEREAS, in accordance with Article II(e) of the Declaration, the Board of Directors has the authority to levy charges and/or suspend an owner's privileges for any violation of the Association's Governing Documents or duly adopted rules and regulations;

WHEREAS, Article III, Section 22 of the Bylaws authorizes the Board to delegate its authority to conduct hearings to the Covenants Committee ("Committee") for violations of the Association's Declaration and Bylaws (collectively, "Governing Documents") and/or the Association's duly adopted rules and regulations, in accordance with the Governing Documents and any Board-adopted guidance or directives pertaining to the imposition of penalties;

WHEREAS, the Covenants Committee is authorized to perform such tasks and to serve for such periods as may be designated by the Board of Directors, and shall operate in accordance with the terms and/or rules adopted by the Board of Directors;

WHEREAS, the Board of Directors desires to create a Covenants Committee for the purpose of conducting the initial hearings for any violations of the Governing Documents and/or duly adopted rules and regulations and advising the Board of Directors on related issues.

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

I. COMMITTEE PURPOSE AND RESPONSIBILITIES

- A. Purpose: Acting in accordance with the provisions of the Declaration, Bylaws and the Association's current, duly adopted due process policy #2018-010102, or any subsequent Enforcement or Due Process Policy Resolution in effect, the Covenants Committee (CC) will be the hearing tribunal of the Association and will conduct violation hearings held pursuant to Article III, Section 22 of the By-Laws, the Association's due process procedures, and Section 55.1-1819 of the Virginia Property Owners' Association Act. Decisions regarding penalties shall be in accordance with the Governing documents, the Virginia Property Owners' Association Act, and/or any guidance or directives adopted by the Board of Directors. The Covenants Committee may make recommendations to the Board on proposed penalty guidance.

- B. Responsibilities: The Board of Directors may assign the Covenants Committee tasks, from time to time, which may include, but not be limited to:
1. Assisting the Association Management Company in compiling, publishing and disseminating all rules and regulations to residents.
 2. Advising the Board of Directors on recommendations for changes to the Association's adopted rules and regulations, due process procedures, and recommended penalties for violations.
 3. Any waivers or exceptions to the Association's adopted rules and regulations, or waivers of penalties in contravention of Board adopted guidance or directives, must have the prior approval of the Board of Directors. The CC is not authorized to waive violations and/or penalties.

II. COMMITTEE MEETINGS, MEMBERSHIP AND REPORTING

A. Meetings:

1. Location: All meetings are to be held at the Lake Manassas Residential Owners Association office, or at such alternative location as determined by the Board of Directors, from time to time. The "place" of the meeting may include remote participation procedures in lieu of a physical location, in accordance with procedures adopted by the Board of Directors and/or as permitted by law.
2. Frequency: At least quarterly; more often, if necessary or as determined by the Board.
3. Date and Time: At the discretion of the committee.

B. Membership and Reporting:

1. The Committee should develop a working relationship and channel of communication with:
 - a. The President or other Members of the Board of Directors as designated by the President;
 - b. The Association's Community Manager and onsite management staff;
 - c. Appropriate representative(s) of the Property Management Company, as necessary; and
 - d. Homeowner's and other residents.

2. The Board of Directors will appoint a Committee chairperson. Other offices may be elected by the Committee membership.
3. The Board of Directors will appoint members to the Committee in its sole discretion. The Committee will be comprised of a minimum of five (5) members and a maximum of seven (7) members. Committee members serve at the pleasure of the Board of Directors and may be removed at any time by the Board of Directors, with or without cause. Any person wishing to become a committee member may indicate his/her desire in writing to the Board of Directors and the Committee Chairperson for consideration.
4. Committee candidates and members must be property owners in good standing, their spouses or resident children over the age of (18). No member may serve on a committee if payment by such member of any financial obligation to the Association is delinquent more than sixty (60) days. Good standing is defined as the absence of any liens, privilege penalty, assessment delinquency or pending legal action with the Lake Manassas Residential Owners Association, Inc.
5. Notice of meetings must be posted and minutes must be taken at each meeting. The minutes or a synopsis of significant events shall be presented to the Board at its regularly scheduled meetings.
6. The Committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors, or in lieu thereof, submit a written report to the Board in advance of the Board meeting. The Chairperson will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board as needed and answer any questions the Board may have regarding Committee assignments. Any committee recommendations which require formal Board action should be submitted to the managing agent in advance of the Board meeting for inclusion in the meeting agenda.
7. All Committee meetings must be open to the membership. In order for the membership to be reasonably informed of Committee meetings, the Committee chairperson will ensure that all meetings of the Committee are listed in the newsletter and through any other means of posting that the Committee deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee chairperson will notify the management staff at the earliest possible time so that the membership can be reasonably notified. The Committee Chairperson will be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. The Committee

Chairperson should designate a limited time period on each meeting agenda for resident input.

8. A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. A majority vote of members while a quorum is present shall constitute a decision of the Committee.
9. All Committee meetings should be conducted in general accordance with Robert's Rules of Order.
10. The Committee will not have the authority to direct vendors or service providers and contact with any contracted service provider shall be approved by Community Management or the Board of Directors, beforehand.
11. Committee members shall sign and adhere to the requirements of a Committee Non-Disclosure Agreement.

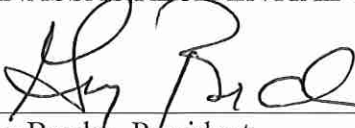
III. GUIDELINES FOR REQUESTING EXPENDITURE OF FUNDS

- A. The committee must not obligate or commit the Association to the expenditure of funds.
- B. Any request for funds must be submitted to the Board of Directors two weeks prior to its regularly scheduled meetings.
- C. Any request for the expenditure of funds shall be accompanied by:
 1. A minimum of three (3) alternatives considered.
 - a. Advantages and disadvantages associated with each alternative.
 - b. Costs associated with each alternative. Cost proposals to contracted vendors will be coordinated through Community Management.
 4. The potential consequences if the decision is deferred or delayed.
 5. The committee recommendation with the rationale.
- D. Any obligation or commitment of funds will be determined by the Board of Directors.

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By:



Gary Border, President

I hereby certify that the foregoing committee charter was duly adopted at a regular meeting of the Board of Directors of the Lake Manassas Owners Association this 17 day of July, 2020.

By:



Shashi Mehta, Secretary