

PALLADIAN CONDOMINIUM AT ROCKVILLE TOWN SQUARE POLICY AND RULES COMMITTEE CHARTER

PURPOSE: The Committee's purpose is to recommend, monitor, and support enforcement of the Association's policies, rules, and regulations so as to assist the Association in preserving the quality and value of the condominium property and in maintaining a harmonious and high quality of life for its residents.

RESPONSIBILITIES: The Committee's responsibilities are as follows:

- Gain and maintain knowledge of the Maryland Condominium Act and the Association's governing policies, rules, and regulations.
- Educate unit owners and residents of the substance and purpose of the policies, rules, and regulations of the Association.
- Review, and monitor the effectiveness of, the Association's policies, rules, and regulations and make recommendations for appropriate revisions and additions as the committee may deem necessary or as requested by the Board of Directors. Committee recommendations for policies, rules, and regulations should address one or more of the following:
 - The protection and furtherance of the purposes of the Association as stated in the governing legal documents.
 - The use and care of the common areas and amenities by unit owners and residents.
 - The preservation and protection of the aesthetic value of the condominium.
 - The encouragement of courteous and considerate behavior by owners and residents that respects the rights and investment of each other.
- Provide a mechanism for receiving and responding to complaints, questions, and suggestions pertaining to existing or proposed policies, rules, and regulations.
- Solicit unit owner and resident input via surveys and/or other means to gauge the need and support for existing and proposed policies, rules and regulations.
- Support management in the interpretation and enforcement of the policies, rules, and regulations in a fair and consistent manner.
- Assist the Board of Directors and Management in communicating proposed rules and policies to the community prior to adoption.

ORGANIZATION: The Committee shall consist of a minimum of three and a maximum of five members. Committee members may be unit owners or residents. The Committee will nominate a member to serve as Chairperson for appointment by the Board of Directors. A Vice Chairperson and Secretary are to be selected by Committee members to assist in the leadership of and record keeping for the Committee. The term of all Committee officers shall be one year, with an organizational meeting being held each year as soon as is reasonably possible after the association's Annual Meeting.

OPERATIONS: The Committee shall meet in accordance with the requirements of the Maryland Condominium Act and as follows:

- Meetings will be held at a time and place as determined by the Committee.
- All Committee members will be notified of meetings with as much notice as possible.
- All meetings are to be open to all unit owners and residents, with notice of meetings be posted in a manner prescribed by the Board of Directors.
- Minutes should be taken at each meeting. The minutes or a synopsis of significant events should be presented to the Board via submission to the on-site Management Office for inclusion in the monthly Management report.
- The Committee should develop working relationships with:
 - Board of Directors
 - Management Team
 - Unit owners and residents
 - Other Committees