

Administrative Resolution#13 Resolution Worksheet

Date: February 17, 2021

Suggested Motion:

“I move to approve to amend Administrative Resolution # 13 Architecture and Planning Board Terms of Reference.”

2nd:

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dan Courtney				
Susan Cox				
James Konkel				
Dave Bush				
Jeff Lisanick				
Robin Woods				

Dana Cross

From: Dave Bush <akhetequus@earthlink.net>
Sent: Tuesday, January 5, 2021 3:22 PM
To: Board of Directors - Mgmt
Subject: Agenda Item - A&PB
Attachments: ADMINISTRATIVE RESOLUTION NUMBER THIRTEEN - CIRCA 2000 - Bush Revisions 12.20.doc

Please find attached a revised copy of former Administrative Resolution Number 13, which was the Terms of Reference for the Architecture and Planning Board. Through this email I ask that this resolution be placed on the agenda for discussion at the January regular meeting.

I believe now is a good time to re-institute the Architecture and Planning Board. We need new and/or renewed efforts to get resident participation in the advisory decision making process and this committee has been most helpful in the past in development of specifications, rules and regulations and in generally offering the Board expertise for contracting and planning programs. At this time we are in great need of a thorough review of all resolutions and specifications to bring them into the Twenty-First Century and this committee was specifically designed with this sort of goal in mind.

Please use this and the revised resolution as back-up for the tab in the upcoming board packet. Many thanks.

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

ADMINISTRATIVE RESOLUTION NUMBER THIRTEEN

ARCHITECTURE AND PLANNING BOARD

TERMS OF REFERENCE

WHEREAS, Article III, Section Two of the Parkfairfax Condominium Unit Owners Association Bylaws assigns the Board of Directors with “.... all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association....” and further states that the Board of Directors “.... 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 Owners Association.”
AND

WHEREAS, the Board of Directors recognizes that proper research and development must take place prior to adoption of rules and regulations, [project planning, formulation of contracts and recommendations concerning continuing services](#); **AND**

[WHEREAS, the Board of Directors recognizes the need for advice on contract formulation and execution of common element projects and continuing contract services](#); **AND**

WHEREAS, the Board of Directors realizes that from time to time issues arise concerning regulation of common element usage ; **AND**

WHEREAS, the Board of Directors feels it to be essential that research and development of rules and regulations, [project planning, formulation of contracts](#) and the development of guidelines for common element usage [and review of continuing contract services](#) be done in a concise and coordinated fashion;

NOW THEREFORE, BE IT RESOLVED THAT a committee known as the Architecture and Planning Board be created with the following functions, organization and mode of operation:

A. RESPONSIBILITY

The primary responsibility of the Architecture and Planning Board is to advise and assist the Board of Directors in developing policy relative to common element use, [project planning, formulation of contracts, review of continuing contract services](#) and architectural changes or additions. In fulfilling its responsibilities, the Architecture and Planning Board may, [at the discretion of the Board](#), perform the following functions, among others:

1. Recommend rules, regulations and policy on common element use and architectural changes and additions.

3. Propose methods for project planning, formulation of contracts and review of continuing contract services

~~2.2.~~ Propose modifications or additions to rules, regulations and policy with supporting rationale included in such proposals.

~~3.4~~ From time to time, Conduct Coordinate an annual strategic planning workshops to determine priority areas of focus for the Association in ~~the~~ succeeding fiscal year(s); Workshops would be conducted -in conjunction with the Directors of the Board, members of the Covenants Committee, ~~as well as~~ Committee Chairs and selected committee members as required . ~~shall be invited to participate in this workshop.~~

~~4.5~~ Hold public hearings and/or conduct community surveys if the As directed by the Board of Directors and the Committee believes public input is necessary on a given proposal; conduct public hearings and/or community surveys if the Board believes public input is required on any given proposal, policy and/or project impacting the community as a whole.

~~5.6~~ Such other projects as the Board of Directors may assign or the Committee believes are worthwhile to undertake.

B. MANNER OF ORGANIZATION

1. Membership: The committee shall be made up of seven (7) members appointed by the Board of Directors for staggered terms biennially or on an as needed basis if membership falls below seven (7). The Chair of the Committee must be an owner, however other members may be Parkfairfax owners or residents ~~or owners at Parkfairfax.~~

2. Terms: Members shall serve two year terms. To retain as much continuity as possible, members shall have staggered terms with four (4) appointed in June of even numbered years and three (3) appointed in June of odd numbered years.

3. Chair: The Chair shall be elected by the members of the committee and confirmed by the Board of Directors.

4. Recorder: The Chair will designate a Recorder from among the members of the Committee.

C. MANNER OF OPERATION

1. The committee shall organize and operate as provided for under Administrative Resolution Number Six – Organization and Operation of Standing Committees [Relating to Manner of Organization and Operation of

Board Appointed Standing Committees] unless otherwise provided for in this resolution.

- 4.2. The committee shall request commentary from the Covenants Committee on implementation of any covenants related policy revision or addition which the committee intends to recommend to the Board of Directors. The committee will provide a copy of any such proposed policy change or addition to the Covenants Committee at least thirty (30) days before the date the committee submits the proposal to the Board of Directors.

APPENDIX A

Appointed for a term expiring in June of even numbered years

NAMES OF FOUR APPOINTEES

Appointed for a term expiring in June of odd numbered years

NAMES OF THREE APPOINTEES