



KINGSTOWNE RESIDENTIAL OWNERS CORPORATION

ADMINISTRATIVE RESOLUTION NO. 9

Committee Charters

WHEREAS, Article III, Section 3(b) of the Declaration of Covenants and Restrictions of the Kingstowne Residential Owners Corporation (KROC) states that "the Board of Trustees (BOT) shall have all powers for the conduct of the affairs of the Residential Corporation which are provided by law or the Founding Documents and which are not specifically reserved to Members or the Declarant in the Founding Documents;" and

WHEREAS, it is the intent of this resolution to consolidate and restate the terms of reference of existing committees into one resolution. Thus, establishing guidance for standing committees, ad hoc committees, and the creation of future ad hoc committees; and

WHEREAS, the Board has established the goal of conducting the business of the Corporation with high levels of dignity, civility, and respect for the Corporation as an entity and for individual members of the Corporation through Policy Resolution No.23 – Code of Conduct.

NOW, THEREFORE, BE IT RESOLVED THAT the following charters be adopted for overseeing existing committees, and as model for creating future ad hoc committees, as needed.



**Kingstowne Residential Owners Corporation
Architectural Review Committee Charter**

Purpose: The Architectural Review Committee (ARC) regulates the external design, and appearance of properties within Kingstowne Residential Owners Corporation (KROC). This includes improvements to these properties, preserving and enhancing values and with the goal of maintaining a balanced relationship among structures and the natural surroundings. The ARC is authorized through the KROC Declaration of Covenants and Restrictions.

Members: The committee shall be comprised of five to seven (5-7) members, in good standing, preferably from each village. The Covenants Manager will serve as liaison between the ARC and the Board of Trustees (BOT).

Selection: Membership on the ARC is obtained by 1) attending and participating in a minimum of two (2) consecutive meetings of the ARC, and 2) upon recommendation by the existing ARC and management. With this recommendation, the prospective member is nominated to serve on the ARC, and confirmed by the BOT. Consistent attendance is necessary to maintain membership on the committee.

Terms: Members are appointed to serve a three-year (3) term and may serve a maximum of two (2) consecutive terms, provided there are suitable volunteers to fill a given seat. If no suitable volunteers are found, then a member may serve more than two (2) consecutive terms until a replacement is identified. Terms will be staggered in a manner that assures not all seats will be up for reappointment at one time.

Officers: At the first meeting of each calendar year, the ARC shall elect from among themselves, a chair, a vice-chair, and a secretary who shall perform the usual duties of their respective offices.

Duties:

- 1) Review and approve, modify, or disapprove, in writing, within forty-five (45) days of receipt of a complete application, all major written applications of Owners and of the Corporation for improvements or additions to lots, living units or common area.
- 2) Periodically inspect the properties for compliance with design standards and approved plans for alteration.
- 3) Maintain complete and accurate records of all actions taken.
- 4) The committee members may utilize staff and other assistance in inspecting the properties and maintaining its records.

- 5) Adopt design and maintenance standards and programs subject to the confirmation of the BOT.
- 6) Review and evaluate Design and Maintenance Standards to individual properties. Recommended amendments and additions for approval by the BOT.
- 7) Educate homeowners on the Design and Maintenance Standards and the application/approval process.
- 8) Enforce the standards in a manner that is fair and consistent, and that places the betterment of the community above the preferences of individual committee members.
- 9) Members shall abide by Policy Resolution No.23 – Code of Conduct.
- 10) Other duties as directed by the BOT.

Meetings: The committee shall meet monthly.

Reporting: All recommendations and meeting minutes from the ARC shall be forwarded to management for a final recommendation to the BOT.

Charter Name	Approved	Revised
Architectural Review Committee Charter		February 2, 2022
Architectural Review Committee Terms of Reference	September 1, 2009	



**Kingstowne Residential Owners Corporation
Election Committee Charter**

Purpose: The Elections Committee supervises the nomination and election of the Board of Trustees (BOT) and Neighborhood Advisory Board (NAB) representatives.

Members: The committee includes at least four members preferably from each village, including a chairperson, none of whom maybe seeking election. A member of the BOT serves as a liaison to the committee. The General Manager will appoint a staff liaison. Members are appointed no later than sixty (60) days prior to the Annual Meeting date

Selection: Membership on the Election Committee is appointed by the BOT.

Terms: Members serve one-year terms.

Officers: The chair for the Election Committee is appointed by the BOT.

Duties:

- 1) Oversee the nomination process, the accuracy of the ballot, and the associated deadlines.
- 2) Review voting tallies from the third-party election and tally company, verify signatures, and ratify the results.
- 3) Present the election results at the Kingstowne Residential Owners Corporation annual meeting.
- 4) Committee members may utilize staff to oversee the nomination process and accuracy of the ballots.
- 5) Members shall abide by Policy Resolution No.23 – Code of Conduct.

Meetings: The committee shall meet once during the nomination phase of the election, if needed, and again once the election is closed, in addition to the annual meeting.

Reporting: All recommendations, meeting minutes, and reports from the Elections Committee will be forwarded to management and the BOT. Election results will be distributed to the membership.

Charter Name	Approved	Revised
Election Committee Charter		February 2, 2022
Elections Committee Terms of Reference	September 1, 2009	



**Kingstowne Residential Owners Corporation
Financial Advisory Committee Charter**

- Purpose:** The Financial Advisory Committee (FAC) functions as a committee of KROC. Its members review and make recommendations about financial matters.
- Members:** The committee shall be comprised of five to seven (5-7) owners, in good standing, preferably from each village. The Board of Trustees (BOT) treasurer shall serve as a liaison to the committee. The Finance Administrator and General Manager shall serve as staff liaisons. Membership is considered an annual commitment
- Selection:** Membership on the FAC is obtained by (1) attending and participating in a minimum of two (2) consecutive meetings of the FAC, and (2) upon recommendation by the existing FAC and management, and (3) confirmed by the BOT. Consistent attendance is necessary to maintain membership on the committee.
- Terms:** Members are appointed to serve a three-year (3) term and may serve a maximum of two (2) consecutive terms, provided that there are suitable volunteers to fill a given seat. If no suitable volunteers are found, then a member may serve additional consecutive terms until a replacement is identified. Terms will be staggered in a manner that assures not all seats will be up for reappointment in a single year.
- Officers:** At the first meeting of each calendar year, the FAC shall elect from among themselves, a chair, a vice-chair, and a secretary, who shall perform the usual duties of their respective offices.
- Duties:**
- 1) Provide recommendations to the BOT on major contracts.
 - 2) Review and advise on budget preparation.
 - 3) Review and make decisions about assessment delinquencies.
 - 4) Review the monthly financial statements.
 - 5) Members shall abide by Policy Resolution No.23 – Code of Conduct.
 - 6) Other duties as directed by the BOT.
- Meetings:** The committee shall meet, at a minimum, quarterly and as often as monthly.
- Reporting:** All recommendations and meeting minutes from the FAC shall be forwarded to management for a final recommendation to the BOT.

Charter Name	Approved	Revised
Financial Advisory Committee Charter		February 2, 2022
Financial Advisory Committee Terms of Reference	September 1, 2009	



**Kingstowne Residential Owners Corporation
Kingstowne Lake Maintenance Committee Charter**

- Purpose:** As a condition for the Kingstowne development, recreational areas and facilities must be provided within the residential communities and commercial areas of Kingstowne, including the main storm water management pond (Kingstowne Lake). The Kingstowne Community Association (KCA), made up of Kingstowne Residential Owners Corporation (KROC) and the Kingstowne Commercial Owners Corporation (KCOC) has the responsibility to administer the shared facilities and the main storm water management pond. For this reason, the Community Association must have at all times a Kingstowne Lake Maintenance Committee (KLMC).
- Members:** The committee shall be made up of two (2) members from KCOC, at least two (2) members of the KROC Board of Trustees (BOT) of which one is the President, KROC's General Manager, the Commissioner of the Fairfax County Park Authority or his/her designee, and the Director of Fairfax County Environmental Management or his/her designee.
- Selection:** Most members of the KLMC serve as part of their regular duties -- this includes the BOT President, KROC's General Manager, and the county officials serving on the committee. Others are designated by the Boards of Directors/Trustees. In the case of KROC, the BOT chooses at least one (1) trustee to serve in addition to the BOT President and the General Manager.
- Terms:** As controlled by the individual KCA members.
- Officers:** As controlled by the individual KCA members.
- Duties:**
- 1) Oversee the maintenance of the main storm water management pond, including the maintenance of acceptable water quality within the main storm water management pond and its discharges into other waterways.
 - 2) Work with the Fairfax County Dam Safety Committee to ensure continuing safe maintenance and operation of dams within Kingstowne.
- Meetings:** The committee shall meet annually but may meet more often if necessary.
- Reporting:** All decisions of the KLMC shall be forwarded to the KCOC and KROC boards.

(This supplements Article IV of the Declarations)

Charter Name	Approved	Revised
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Kingstowne Lake Maintenance Committee Charter		February 2, 2022
Kingstowne Lake Maintenance Committee Terms of Reference	June 12, 1991	



**Kingstowne Residential Owners Corporation
Neighborhood Advisory Board Charter**

- Purpose:** The Neighborhood Advisory Board (NAB) shall monitor neighborhood wide issues and act as a liaison between the neighborhood and the Kingstowne Residential Owners Corporation (KROC) management and Board of Trustees (BOT). The NABs are authorized through the KROC Declaration of Covenants and Restrictions.
- Members:** Each neighborhood is allowed a NAB consisting of no more than seven (7) members, each of whom is a NAB Representative. KROC's Communications Specialist serves as liaison between the NAB, staff and the BOT. Membership is for a one-year term, beginning January 1. Apartment and condominiums Board of Directors serve as NAB Representatives for their members. The NABs are authorized through the KROC Declaration of Covenants and Restrictions.
- Selection:** Representatives are elected annually. Volunteers may be appointed by the BOT as an out of cycle request.
- Terms:** One calendar year.
- Officers:** The NAB Representatives may elect officers from among themselves as they deem appropriate to meet the needs of their NAB and their neighborhood.
- Duties:**
- 1) Communicate relevant information about the community to residents as needed.
 - 2) Plan and organize neighborhood events and meetings.
 - 3) Serve as the communication liaison between the neighborhood and KROC.
 - 4) Provide input to BOT and Management on behalf of the neighborhood as needed.
 - 5) Members shall abide by Policy Resolution No.23 – Code of Conduct.
- Meetings:** KROC sponsors two (2) events annually for the NABs. Additionally, the NABs shall meet as necessary. Each NAB is provided a budget to support authorized expenses to encourage neighborhood meetings, activities and/or events.
- Reporting:** Recommendations from the NABs may be forwarded to management for a final recommendation to the BOT or may be presented directly to the BOT.

(This supplements Article VIII of the Declarations)

Charter Name	Approved	Revised
Neighborhood Advisory Board Charter		February 2, 2022
Neighborhood Advisory Board Terms of Reference	June 12, 1991	



KINGSTOWNE RESIDENTIAL OWNERS CORPORATION
Ad Hoc Committee Charter Template

Purpose: The _____ Ad Hoc Committee functions as an ad hoc advisory committee of Kingstowne Residential Owners Corporation (KROC). Its members review and make recommendations about assigned matters.

Members: The committee shall be comprised of five to seven (5-7) residents, in good standing, preferably representing each village. A member of the Board of Trustees (BOT) shall serve as a liaison to the committee. Membership is considered an as needed commitment.

Selection: Membership on the committee is confirmed by vote of the BOT.

Terms: Members may serve until the dissolution of the ad hoc committee, or until removed by the BOT.

Officers: At the first meeting, the committee shall elect from among themselves, a chair and a vice-chair who shall perform the usual duties of their respective offices.

Duties:

- 1) <Duty description>
- 2) <Duty description>
- 3) <Duty description>
- 4) <Duty description>
- 5) Members shall abide by Policy Resolution No.23 – Code of Conduct.

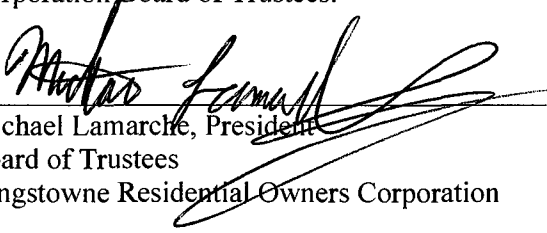
Meetings: The committee shall meet as necessary to meet committee objectives.

Reporting: All recommendations and meeting minutes from the committee will be forwarded to management for a final recommendation to the BOT.

Charter Name	Approved	Revised
<Charter Name>	<Approved date>	

EFFECTIVE DATE OF RESOLUTION

The resolution was approved on this 2nd day of February 2022 by the Kingstowne Residential Owners Corporation Board of Trustees.


Michael Lamarche, President
Board of Trustees
Kingstowne Residential Owners Corporation

Resolution Name	Number	Approved	Revised
Committee Charters	9		February 2, 2022
Consolidated Administrative Resolution	09-22	September 1, 2009	