

## Sample Committee Charter

As of June 2022

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### **Mission Statement:**

- Advise the Board of Directors on matters concerning the buildings and grounds, including buildings, fences, walls, gates, parking areas, recreational facilities, and parks. Report on existing conditions and make recommendations for future improvements. Provide additional assistance as requested by the Board of Directors.

### **Powers and Authority:**

- Committee makes advisory recommendations only and they are not binding on the Board of Directors or the Association.
- No proposals to be obtained by the committee in any capacity.
- Cannot enter into contracts or commitments on behalf of the Board of Directors or Association.
- Cannot direct management or maintenance staff.
- Cannot expend funds on behalf of the Board of Directors or Association.

### **Composition of Committee**

- Chair is elected by a simple majority of the committee members of record, and may be changed at any regularly scheduled meeting.
- All members will be approved by the Board of Directors on an annual basis. The members of the committee serve at the pleasure of the Board and may be removed with or without cause.
- Minimum of three (3) members and maximum of eleven (11).
- One (1) Board Member Liaison.
- Members may serve on a maximum of 3 committees and Chair only 2 committees at one time.
- Be in good standing with the association, i.e. current on assessments, fines, violations.
- Be at least 18 years of age.
- Non-owners (tenant of home) may be appointed by the Board of Directors.
- May serve multiple terms.
- Members may not appoint new members to the committee, fill vacancies on the committee, or create new committees without the approval of the Board of Directors.
- Members absent for three (3) consecutive meetings shall be subject to removal from the Committee by the Board of Directors.

## **Roles and Responsibilities**

- Meetings are monthly and scheduled on a regular basis to ensure objectives are met timely.
- Committee Members determine date, time, and location to meet.
- A majority of the members constitutes quorum.
- Provide a written report of their committee's activities and/or recommendations by 3:00 p.m. on the Wednesday before the scheduled Board of Directors Meeting, if a written report is not provided by the deadline, a verbal report must be provided at the meeting by a designated member.
- Meeting Minutes are not required.

## **Authority to make decisions and direct others:**

- This committee is advisory only and may not expend funds or make decisions or direct staff or vendors.