

**RUNAWAY BAY HOMEOWNERS ASSOCIATION, Inc.**

**GROUNDS and MAINTENANCE COMMITTEE CHARTER**

**Policy Resolution No. P04-04**

**WHEREAS**, it is in the best interest of the property owners and the Runaway Bay Homeowners Association to have a committee to assist in the development of policies and standards to maximize the benefits of the common grounds to all residents of the community; and

**WHEREAS**, the Board of Directors has identified the need for such a committee; and

**NOW THEREFORE LET IT BE RESOLVED**, that the Board of Directors of the Association does establish by this resolution a committee as a standing committee of the Association as the Grounds and Maintenance Committee.

**ARTICLE I**

**DUTIES AND FUNCTIONS OF THE COMMITTEE**

The purpose of the Grounds and Maintenance Committee is to maximize the benefits of the community grounds to all residents of the community and to encourage participation and use of the community grounds by all members of the Association.

The Committee shall:

1. Develop rules, regulations and policies for the use of the common grounds and paths or any other area of the Association assigned to the Committee by the Board of Directors and recommend them to the Board of Directors.
2. Review the contracts for grounds and maintenance and any other contract or contracts associated with Association grounds as designated by the Board of Directors and make recommendations for the Board of Directors.
3. Develop and recommend the implementation schedule of a master landscape plan to the Board of Directors and facilitate the implementation of the plan upon approval.
4. Develop and recommend an implementation schedule for ongoing maintenance of the entrance monument to the Board of Directors and facilitate the implementation of the plan upon approval.
5. Coordinate overlapping activities with the Chair of other Committees.
6. Prepare a roster showing names, addresses, and phone numbers of members and officers of the Committee. The Committee shall endeavor to keep the roster current. A copy of the current roster shall be filed with the Property Owner Services Manager and the Board of Directors and additional copies are to be available to the members of the Association via the Association Web site.
7. Nominate and elect a slate of officers as specified in Section II, paragraph (1) of this document.
8. Meet as often as necessary to complete its assigned responsibilities.

9. Prepare and present to the Board of Directors comprehensive and complete minutes of all committee meetings, those minutes to be delivered to the Property Owner Services Manager and the Board of Directors at the next scheduled Board meeting.
10. Prepare articles for the community in accordance with the instructions of the Board of Directors.
11. Consist of at least three members including one (1) chairperson, one (1) vice-chairperson, and one (1) secretary to the committee.
12. Insure a representative attend all Board of Director meetings.
13. A committee member shall be considered inactive who, without good cause, fails to attend three (3) consecutive meetings.
14. Comply with the Board of Directors "Resolution on Committees."

## **ARTICLE II**

### **DUTIES AND RESPONSIBILITIES OF COMMITTEE OFFICERS**

1. Committee members are appointed by the Board of Directors and serve at the pleasure of the Board. The Committee shall nominate and elect a chairperson, vice-chairperson and secretary at the Committee meeting immediately prior to the annual meeting of the members of the Association. The names of the persons elected to such offices shall be presented to the Board of Directors for final confirmation. All officers shall serve for a one (1) year term which shall expire at the close of the annual meeting of the members of the Association in the following year; or unless, the Board extends their term to allow for the appointment of their successors.
2. Officers shall be as follows: chairperson, vice-chairperson and secretary.
3. The duties and responsibilities of the chairperson shall be as follows:
  - Designate the time and place of the meeting, call the meeting to order, and conduct the meeting.
  - Act as a liaison between the Committee, other Committees, the Board of Directors, and the Property Owner Services Manager.
  - Be present at all Committee meetings and Board of Directors meetings at which a report of activities shall be presented.
  - Forward all recommendations and such to the Property Owner Services Manager and/or the Board of Directors.
  - Lead members of the Committee in development and delivery to the Board of Directors the proposed annual budget for Committee activities.
  - Approve all invoices received by the Committee prior to payment of the invoices by the Property Owner Services Manager. Maintain records of all invoices received by the Committee.
  - Present to the Treasurer of the Board of Directors, in preparation for the annual meeting of the members of the Association, a detailed report of all Committee related transactions of the prior twelve months.
4. The duties and responsibilities of the vice-chairperson shall be as follows:
  - Assist the chairperson during the Committee meetings
  - In the absence of the chairperson, designate the time and place of the meeting, call the meeting to order, and conduct the meeting.
  - In the absence of the chairperson, act as a liaison between the Committee, the Board of Directors, and the Property Owner Services Manager.

Resolution No. P04-04, Grounds and Maintenance Committee Charter

- Be present at Committee meetings and in the absence of the chairperson, be present at the Board of Directors meetings at which a report of activities shall be presented.
  - In the absence of the chairperson, forward all recommendations and such to the Property Owner Services Manager and/or Board of Directors
5. The duties and responsibilities of the secretary shall be as follows:
- Record and keep comprehensive and complete minutes of all committee meetings.
  - Forward the minutes to the Committee members, Property Owner Services Manager, and/or Board of Directors.
  - In the absence of the chairpersons, designate the time and place of the meeting, call the meeting to order, and conduct the meeting.
  - In the absence of the chairpersons, act as a liaison between the Committee, the Board of Directors, and the Property Owner Services Manager.
  - Be present at all Committee meetings and in the absence of the chairpersons, be present at the Board of Directors meetings at which a report of activities shall be presented.
  - In the absence of the chairpersons, forward all recommendations and such to the Property Owner Services Manager and/or Board of Directors.

**RUNAWAY BAY HOMEOWNER'S ASSOCIATION  
RESOLUTION ACTION RECORD**

Resolution Type: POLICY Number: P04-04  
Pertaining to: Grounds and Maintenance Committee Charter

Duly adopted at a meeting of the Board of Directors of Runaway Bay Homeowner's Association, held May 29, 2004.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

OFFICER AND TITLE	VOTE RECORD			
	YES	NO	ABSTAIN	ABSENT
Roger Winters, President	___	___	___	___
Michael Lobue, Vice President/Treasurer	___	___	___	___
Karen Bragg, Secretary	___	___	___	___
William Wallace, Director	___	___	___	___
James A. Slagle, Director	___	___	___	___

This Resolution Effective, May 29, 2004.

ATTEST:

\_\_\_\_\_  
Roger Winters, President

DATE \_\_\_\_\_

\_\_\_\_\_  
Karen Bragg, Secretary

DATE \_\_\_\_\_

**FOR ASSOCIATION RECORDS**

I hereby certify that a copy of the foregoing Policy Resolution was posted to the Book of Resolutions and a copy of this Resolution and any associated documentation was mailed and/or hand-delivered to all members of the Runaway Bay Homeowner's Association at their address of record on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Runaway Bay HOA Property Owner Services Manager