

CEDAR RUN ASSOCIATION, INC.
GROUNDS COMMITTEE CHARTER
ADMINISTRATIVE RESOLUTION NO. 2017-04

Administrative Resolution Number 2017-04

WHEREAS, the Bylaws of the Association Article 5, Section 1 authorize the Board of Directors to establish such committees as necessary; and

WHEREAS, the Board of Directors has determined that the best interest of the membership would be served by the establishment of charters for all Committees for the purpose of providing direction and functioning roles to volunteers; and

WHEREAS, the Bylaws of the Association Article 5, Section 2 authorize the Board of Directors to create and abolish from time to time such committees as the Board may deem appropriate to aid in the administration of the affairs of the Association. Such committees shall have the powers and duties fixed by resolution of the Board from time to time; and

WHEREAS, the Board of Directors deems it desirable to establish a committee to advise the Board, in a reasonable and productive manner, on issues pertaining to the grounds.

NOW, THEREFORE, LET IT BE RESOLVED, by the Board of Directors that the Grounds Committee shall be established, and that the following procedures for this committee are adopted and implemented herewith:

I. PURPOSE

The purpose of the Grounds Committee is to maintain, improve, and update the grounds so as to make the property attractive and pleasing to existing residents, visitors, and potential buyers, and to facilitate in sustaining the property for maximum value. The Committee serves at the pleasure of the Cedar Run Board of Directors. Committee members may not make final decisions on any matters, expend funds, or speak on behalf of the community, without the approval of the Board of directors.

II. TYPE

The Grounds Committee will be a standing committee, with authority to make specific recommendations to the Board of Directors ("Board").

III. OBJECTIVES

Tactical Objective – **Fix What's "Wrong"**: Hold initial "walk-around" to identify what needs to be immediately addressed – for instance dead shrubs; diseased shrub/trees; pesticide treatment; fertilization; covering exposed roots; etc., and to ensure that maintenance work, as described in the bid and contract, be performed as documented. First course of action is to fix sight-line at all entryways to comply with Henrico County regulations.

2. Strategic Objective – **Hold regular "walk-a-rounds"** on property (frequency to be determined) to assess what needs to be done on an ongoing basis in order to "fix what's wrong" as well as upgrade the grounds. Property improvements should be targeted using low maintenance native plants, with some

seasonal plants, and addressing garden pests (slugs/snails, white bugs, etc.). Committee to essentially develop “living” plan that contains a rolling 12 months list of actions and target dates for both one-time and ongoing maintenance activities.

3. Objectives to be accomplished while staying within agreed upon annual budget.

IV. COMMITTEE STRUCTURE

1. Eligibility:

- Members of the committee must be Cedar Run homeowner’s in good standing. Good standing shall be defined as the absence of any liens, privilege suspension, assessment delinquency, Architectural Review Board or covenants violation, or pending legal action with Cedar Run Association.

2. Appointment and Terms

- The Committee shall consist of at least 3 members and no more than 5.
- The Board of Directors or Committee Chair will make committee appointments. Committee terms will be staggered so that approximately one half of the committee positions will become available each year. In order to appropriately stagger committee terms, the Board shall appoint two (2) members for a one (1) year term and three (3) members for two (2) year terms.
- A Cedar Run Board member will be the liaison and is allowed to be an active member of this committee, including holding chair positions.
- Recruitment of candidates may be done through the newsletter, posting on the community website, email blast, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board.
- The Board of Directors will strive to ensure that members from varying house types and locations within the association are represented on the committee.
- Interested homeowners must submit a written request for appointment to the Community Manager. This written request should outline the candidate’s attributes and experience that would be beneficial to the committee.
- Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the committee member that they are replacing.
- A member may serve on more than one committee at a time. There shall not be more than one member of a household serving as an officer on this committee at the same time.
- Committee Members will be provided a copy of the Charter within a reasonable period of time following their appointment.

3. Removal

- The Board of Directors may remove any committee member, including the chairperson, at any time, without cause. Such removal may be immediate, at the Board's sole discretion.
- The Board of Directors may disband this committee at any time, with or without cause. The committee may make recommendations to the Board of Directors regarding removal of committee members.
- A committee member may be removed, upon written notice from the committee chairperson, for failure to attend three (3) consecutive meetings without notice or explanation.

4. Election of Officers

- Election of committee officers shall be held at the beginning of each fiscal year with no person being elected for more than two consecutive terms unless no other individual expresses a desire to fill the vacancy.
- Officers of the committee may be elected by the committee membership. At a minimum, the committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee's meetings and submitting them to the Chairperson, within one (1) week following the meeting, for inclusion in the Board meeting package.

5. Officers:

- The Liaison of the committee shall be the Vice President of HOA Board of Directors. He/she shall act as a liaison between the committee, the Board of Directors and the Association's managing agent.
- The Chairperson, Vice Chairperson and Secretary of the Committee shall be voted on by the committee, submitted for approval to the Cedar Run Board, and may be held by any member of the committee.
- Committee officers do have special duties to perform, their position does not afford them special consideration, privileges, or voting rights above and beyond non-officer members. Every volunteer on the committee has an equal right to express their opinions and ideas as how to best serve the interests of the community.
- Committees are advisors to the Board of Directors. Their primary role is not to establish policies, but rather to provide information and options to enable the BOD to make fully informed decisions for the Association.
- The role of the Committee members is to work together in a cooperative and open manner to complete the objectives of the Committee. The Committee shall consist of up to 5 voting members.
- The committee may not designate sub-committees comprised of members other than the committee members to work on specific projects on behalf of, and at the direction of, the committee.

6. Committee Chair Duties

- The Chairperson, or his or her designee, shall be responsible for chairing meetings of the committee.
- The role of the Chairperson is to draft the agenda, schedule the meetings, and ensure the meetings are professional and efficient.
- Ensure all committee members are informed of current events in regards to the committee.
- Notify the members of the committee regarding rescheduled or canceled meetings.
- Be present at committee meetings and Board of Directors meetings at which a report of activities and recommendations shall be presented.
- Ensure the community website is current at all times by sending updates to the Communications Committee.
- Prepare a roster showing names, addresses, and phone numbers of committee members. A copy of the roster shall be emailed to the Board of Directors. The committee shall promptly update the Board of Directors of any changes in officers.

7. Communication

- In the interest of ensuring strong communications between the Board of Directors and the committee, it is expected that the committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board of Directors.
- The committee representative will present committee recommendations, update the Board on the status of pending committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding committee assignments.
- The committee is expected to maintain regular communications with the Board Liaison designated by the Board of Directors, if any, and with the Community Manager.
- It is expected that the committee will provide accurate and timely information about its activities for publication in the newsletter, on the website and other communication vehicles of the Association. It is the responsibility of the committee to ensure that this information is updated on a regular basis.

IV. Funding:

- All committee expenditures shall not exceed or deviate from the approved budget without the approval of the Board of Directors. All receipts for expenditures must be submitted within 60 days of the expense.

- Prepare and submit a proposed annual Committee budget for the following year to the Board no later than two weeks prior to the Annual Board Meeting.

V. MEETINGS

1. Committee Meetings

- Meetings to be held initially monthly, then quarterly/as needed once plan is developed and put in motion or when appropriate to their assignment. The meeting should take place at the time, place and discretion of the Committee. A Secretary or designated person on the Committee will take notes or minutes, which will be given to the Board and management for appropriate recordation and/or filing.
- Minutes shall include a summary report and a record of the date, time and place of each meeting. Minutes shall also include a record of committee members in attendance and all votes of the committee.
- The Committee Chair will review and sign off on the committee meeting minutes so that the Board can receive and review the progress of the committee's assigned tasks and projects.
- If it is necessary for the committee to reschedule or cancel a meeting, the committee Chairperson shall notify the members of the committee regarding rescheduled or canceled meetings.
- A majority of the Members shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Members present at a duly held meeting at which quorum is present shall be regarded as an act of the Committee. For example, if the total number of committee members is five (5) a majority of the members shall be (3) for the purposes of establishing a quorum.

2. Board Meetings

- Board meeting agenda will have a place for receipt of committee reports. If a committee has an issue or request which requires Board action, the committee Chair may appear before the Board under the committee report agenda item to make the request.

3. Annual Meeting

- Attend the annual association meeting and prepare and give a yearly report summary to association.

VI. POWER AND RESPONSIBILITIES

1. Advise and assist the Board in developing policies related to the maintenance, preservation, enhancement and use of the Association's physical assets.
2. Recommend an implementation schedule for ongoing maintenance of the entrance signs, landscaping and flower beds to the Board of Directors and facilitate the implementation of the plan upon approval.

3. Propose budget recommendations for all items for which the Committee has responsibility. Participate in development of the annual budget with the Board through recommendations;
4. Work in conjunction with the Board on Replacement Reserve Studies and related long-range planning;
5. Make recommendations to the Board with respect to capital or landscape improvements and/or alterations;
6. Make recommendations to the Board with respect to the physical security of the grounds. Such recommendations include, but not limited to the maintenance repair, improvements and cleanliness.
7. Function as the lead committee for review of compliance with the physical accessibility aspects of the Americans with Disabilities Act and the Fair Housing Act;
8. Routine review of specifications prepared by the managing agent for potential and selected contractors for maintenance, repair, or improvement services and any other services that fall under the responsibilities of the Committee;
9. Recommend contractors from which proposals shall be solicited by the Board for services within the purview of the Committee's responsibilities;
10. Review the landscaping contract 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.
11. Coordinate overlapping activities with the Chair of other Committees.
12. As requested by the Board, conduct other duties as assigned.

The Board of Directors of the Association, at its discretion, may from time to time modify, reduce, expand or supplement the duties of the Budget and Finance Committee as set forth in the above Charter.

The effective date of this Resolution shall be _____.

CEDAR RUN ASSOCIATION, INC.

Ricky Taylor, President

**CEDAR RUN ASSOCIATION, INC.
Resolution Action Record**

ADMINISTRATIVE RESOLUTION NO. 2017-04

**CREATION OF PROCEDURES TO PROVIDE
DIRECTION AND FUNCTIONING ROLES TO VOLUNTEERS**

Resolution Type: Administrative Resolution No. 2017-04

Pertaining to: Grounds Committee Charter

Duly adopted at a meeting of the Board of Directors held: _____

Motion by: _____ Seconded by: _____

VOTE

	YES	NO	ABTAIN	ABSENT
Ricky Taylor	_____	_____	_____	_____
James Stallworth	_____	_____	_____	_____
John Dantzler	_____	_____	_____	_____
Harshim Forrester	_____	_____	_____	_____
Nelson Morgan	_____	_____	_____	_____

Resolution Effective Date: _____ 2017

ATTEST: I hereby certify that a vote was duly taken and the Board of Directors adopted the above Resolution on the _____ day of _____ 2017.

Harshim Forrester, Recording Secretary

Date: