

Fairmont Hill Community Association

Parking & Patrol Committee Charter

Summary

The Parking/Patrol Committee is made up of homeowner volunteers and is designed to report Parking/Patrol issues to management and the board and give suggestions to the board about parking regulations within the community. Current committee members that stop owning property in the Fairmont Hill Community Association will be automatically removed from the committee.

Duties

Committee members are tasked with walking the community monthly and reporting issues to the Management Company in writing once a month.

Members

The Committee will consist of a minimum of 3 members with a maximum of 5 members. Members must complete a Community Volunteer Application for Board review and appointment. The Board of Directors will appoint all members to the Committee. All members of the committee shall be homeowners on title at Fairmont Hill Community Association and in good standing.

Schedule

The Schedule will be once a month. The Date and Time of each walk will be determined by the committee members.

Term

Members will serve on the Committee for a term of six (6) months and all members will be renewed.

Structure

The Board of Directors will request this committee meet and the first order of business is to self-appoint a committee chair and a vice chair. In assigning the Chair and Vice Chairs, the board of director vote at the committee meeting will be the tie breaker vote in case of a tie vote by committee members the Chair will work with management staff to prepare agenda items and facilitate meetings. A Vice Chair will be elected to assist in the absence of the Chair. Ultimately the committee works for the board of directors to benefit the community and reports to the Board of Directors.

Participation

Members are required to attend committee meetings. If a member is unable to meet the obligations of the committee the member will be removed from the committee and another homeowner will be appointed to the committee.

Management

Management and/or the board of directors of Fairmont Hill Community Association may be in attendance at committee meetings to assist as note taker and assist in meeting facilitation and may be

asked to create and manage action lists and homeowner correspondence on behalf of the committee if requested (additional charges apply).

Responsibility

The Committee is responsible for walking the community monthly and reporting to the Board once a month.

Authority

The Committee does not have any authority to enter into contracts or agreements or contact the patrol vendors directly. All communication must go through management. Violation of this rule will cause the board of directors to immediately suspend the member from the committee until a decision has been made in board member executive session. If the board of directors decides to remove the member, that member will be barred from participating in any committees for one (1) year.

Reporting

The Committee is to provide a monthly written report to management at least 10 days prior to every Board meeting. INFORMATION IN THE REPORT IS CONSIDERED SENSITIVE AND WILL NOT BE BROUGHT UP OR DISSEMINATED TO NON COMMITTEE MEMBERS OR IN OPEN FORUM. IF NECESSARY ONE OR MORE OF THE BOARD OF DIRECTORS WILL MEET WITH THE CHAIR OF THE COMMITTEE TO DISCUSS THE REPORT AND RECOMMENDATIONS, AFTER RECEIVING THE REPORT BUT NO LATER THAN THE NEXT MONTHLY MEETING OF THE COMMITTEE. ONCE THE BOARD OF DIRECTORS DECIDES ON ACTION, THE ACTION WILL BE DISCUSSED AT A REGULAR OPEN SESSION MEETING.

To apply for the committee, a Fairmont Hill Community Association member must fill out the application form and agree to the terms and conditions of the committee charter. Anyone that does not agree to the terms and conditions will not be allowed to serve on any committees.

Parking/Patrol Committee agreement

I _____

PRINT NAME

residing at _____

PRINT STREET ADDRESS OF OWNED PROPERTY

Agree and is Bound to all provisions of the Parking/Patrol Committee Charter including all future new terms and conditions.

SIGNATURE

PHONE NUMBER