

Fernshire Farms Homeowners Association

PARKING COMMITTEE

Adopted 9/27/04

WHEREAS, Article VII, Section 1(a) of the Bylaws for the Association provides that the Board of Directors shall have the power to adopt and publish rules and regulations governing the use of the Property, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof, and

WHEREAS, Article VII, Section 1(c) of the Bylaws for the Association provides that the Board of Directors shall exercise for the Association all powers, duties and authority vested in or delegated to the Association and not reserved to the membership, and

WHEREAS, Article X of the By Laws for the Association provides that the Board may appoint committees as it deems appropriate to carry out its purposes, and

WHEREAS, to better carry out such purposes, the Board of Directors deems it necessary to establish a committee to advise and assist the Board with respect to the management of existing parking facilities; in the establishment of standards, rules and policies for reserve and unreserved parking assignments; and in the monitoring the maintenance needs of the parking facilities.

NOW, THEREFORE, BE IT RESOLVED THAT: the following terms of reference be adopted for a Parking Committee:

I. *Purpose:*

The primary responsibilities of the Parking Committee (hereinafter Committee) are as follows:

- A. To assist the Board in developing the policies and procedures for the distribution of reserve and unreserved parking assignments;
- B. To assist the Board of Director in the development, review and revision to existing parking layout;
- C. To assist the Board of Directors and Management Agent in monitoring the safety and cleanliness of the parking facilities.

II. *Organization:*

A. Membership:

- 1. Members of the Committee may be homeowners or residents, appointed by the Board of Directors.
- 2. Number or Members.
 - a. The Board of Directors will endeavor to appoint an Committee comprising a number of at least three (3) homeowners or residents of the Association.

- b. Total membership shall not exceed seven (7) without approval of the Board of Directors.
3. All members of the Committee are appointed by, and will serve at the pleasure of the Board of Directors.
4. If fewer than three (3) homeowners or residents are willing to serve on the Committee, the Board will perform all functions and duties of the Committee.
5. A member of the Board of Directors shall be appointed as a liaison to the Committee and to provide updates of the Committee activities, if necessary, beyond the Committee's monthly written report.
6. Chairperson: Shall be a homeowner appointed by the President, subject to the approval of the entire Board of Directors, and serve a one year term. Functions of the Chairperson include:
 - To coordinate and supervise the Committee activities and meetings to assure that committee responsibilities are met;
 - Encourage and support participation by all Committee members, and ensure that such persons are kept advised of Committee activities;
 - Prepare written Committee reports for submission to the Board of Directors via the Management Agent, no later than seven (7) days prior to each Board meeting;
 - Insure that all members of the Committee are familiar with its terms of reference; and
 - Attend all Board meetings *in an advisory capacity* concerning Committee-proposed motions.
 - Vacancies: The Chairperson shall serve at the discretion of the President. The membership of the Committee may vote to recommend to the President the removal of the Chairperson with or without cause. Vacancies created by removal, death, or by resignation of the Chairperson, shall be filled by an acting Chairperson selected by the Committee membership until an appointment is made by the President.
7. Secretary: The Chairperson shall designate a Secretary from among the members of the Committee, subject to approval of the Committee. The Secretary shall be responsible for keeping the Committee membership roster, recording minutes of all Committee meetings and, in general, maintaining written documentation on Committee decisions and activities.

II. Meetings:

1. The Committee shall meet monthly or as deemed necessary by the Chairperson or Board of Directors and may otherwise convene if seventy two (72) hours notice has been given to the membership of the Association.

2. All meetings of the Committee shall be open to attendance by members of the Association; non-committee members may participate, but not vote, at Committee meetings, at the discretion of the Chairperson.
3. The Committee is responsible for advising the Board of Directors and Management Agent of the date, place, and time of each meeting at least seven (7) days in advance of each meeting.
4. Quorum. Forty percent (40%) of appointed members must be present at a Committee meeting for a quorum to be reached and business to be conducted.
5. Voting. The affirmative vote of a majority of the voting members present at a meeting where a quorum is achieved is required to make any decision pursuant to the authority contained in this resolution.

III. Removal of Members:

1. A member of the Committee will be deemed to be automatically removed from the committee if, at any time, the member's assessments remain unpaid for a period exceeding thirty (30) days.
2. A member of the Committee will be deemed to be automatically be removed from the committee for failure to attend three (3) consecutive committee meetings or failure to attend four (4) committee meetings, including any special purpose meetings, during any twelve (12) month period.
3. A member of the Committee will be deemed to be automatically removed from the committee if, at any time, the member is in violation of any covenant or rule of the Association.

IV. Reporting:

1. The Committee shall keep minutes of all meetings and shall provide a copy of all minutes to the Board of Directors at or before each monthly Board of Directors meeting.
2. The Chairperson of the Committee shall attend all meetings of the Board of Directors and present an oral report of the committee's activities during the preceding month. The Chairperson may, if otherwise unavailable, appoint another member of the Committee to attend a monthly Board meeting to present such report.

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EFFECTIVE DATE: 9/27/04