

**New Territory Residential Community Association (NTRCA)  
Administrative Resolution 2009-\_\_**

**Relating to Beautification Committee Charter**

**WHEREAS**, Article III, Section 22 of the By-laws states that “The Board of Directors shall be responsible for the affairs of the Association and shall have all of the powers and duties necessary for the administration of the Association’s affairs”;

**WHEREAS**, Article III, Section 22 of the By-laws empowers the Board of Directors to establish policies relating to, and shall be responsible for performing or causing to be performed the operation, care, upkeep, and maintenance of all the Area of Common Responsibility as well as making or contracting for the making of repairs, additions, improvements to or the alterations;

**WHEREAS**, Article V, Section 1 of the By-laws states that “Committees are hereby authorized to perform such tasks and to serve for such periods as may be designated by a resolution adopted by a majority of the directors present at a meeting at which a quorum is present. Each committee shall operate in accordance with the terms of the resolution of the Board of Directors designating the committee or with rules adopted by the Board of Directors”; and

**WHEREAS**, the Board of Directors has determined a need to establish a Beautification Committee;

**NOW, THEREFORE, BE IT RESOLVED** that the following policies and procedures are hereby adopted:

**I. DEFINITIONS**

This Resolution shall incorporate by reference all definitions contained in the governing legal documents for the Association.

“Contractor” shall mean a natural person, business or corporation which provides goods or services to the NTRCA under terms specified in a contract.

“Consultant” shall mean a natural person, business or corporation which provides advice or guidance to the NTRCA under terms specified in a contract.

**II. RESPONSIBILITY**

A) The Beautification Committee shall serve at the pleasure of the Board of Directors. The primary purpose of the Beautification Committee is to advise the Board on issues relating to the look and condition of the Common Areas. The Committee will make recommendations to the Board of Directors concerning Common Area landscaping, Neighborhood Entrances and plant material to be used.

B) The Committee shall work with NTRCA Staff, Landscape Contractor and Consultant to understand how to maximize and enhance the beauty of NTRCA.

C) The Committee shall perform such other tasks as may be assigned from time to time by the Board.

### III. MANNER OF ORGANIZATION:

#### A) Membership:

1. The Beautification Committee shall consist of at least seven (5) and no more than nine (9) members appointed by the Board of Directors. The Committee Chair should recruit and nominate prospective members for appointment by the Board. For the purpose of conducting its business, a simple majority of members shall constitute a quorum.
2. Committee members shall be an Owner, however, they may not simultaneously be members or spouses of members of the Association's Board of Directors. The General Manager or designate will be an ex-officio, non-voting member and will act as an advisor to the Committee.
3. Members of the Board of Directors shall be informed of scheduled committee meetings and may attend and participate in the meetings of the Committee but may not vote on any motion before the Committee.

#### B) Terms:

1. Beautification Committee members shall normally serve a term of one (1) year and may be appointed for consecutive terms without limit.
2. In an effort to promote continuity, terms should be staggered so that one-third or the closest number to one-third of the Committee membership is appointed or reappointed each year.
3. Terms of committee members will begin on December 1 and end on November 30.

C) The Beautification Committee Chair shall be a member of the Committee, shall be appointed annually by the Board of Directors and shall serve no more than two (2) consecutive years in that position. The committee shall designate a Vice Chair who shall be approved by the Board of Directors. Meetings without the presence of the Chair are not anticipated; however, should such an occasion occur, the Vice Chair shall lead the meeting.

D) The Board may remove a member of the Beautification Committee, with or without cause. Vacancies may be filled by appointment by the Board.

### IV. MANNER OF OPERATION:

A) The Beautification Committee shall conduct its business in the best interest of the Association and in accordance with this Charter, the Association's Declaration, Bylaws and Rules and Regulations. However, any recommendation to the Board shall be forwarded only when a quorum is present. The Committee will take no action on behalf of the Association without the prior authorization of the Board of Directors as reflected in the Association's minutes.

B) Function of the Chair: Functions of the Chair shall include the following:

1. Coordinate all committee activities and preside at all committee meetings.
2. Prepare required reports to the Board.
3. Represent the Committee to the Board

C) Meetings:

1. The committee will meet as often as deemed necessary by the Chair and at least quarterly with notice to all members and the Board of Directors.
2. The Committee will determine its own meeting agenda.

D) Reporting:

1. The Beautification Committee will provide quarterly and annual reports, as requested, summarizing its activity to the Board of Directors.
2. The Board of Directors may request further reports from time to time.

This administrative resolution supersedes all previously adopted charters for a Beautification committee.

Duly adopted at a meeting held by the Board of Directors of the New Territory Residential Community Association this \_\_\_\_\_ day of \_\_\_\_\_, 2009

Effective Date: \_\_\_\_\_, 2009

Recorded in Book of Minutes: \_\_\_\_\_, 2009

Signed:

\_\_\_\_\_  
Marcel Theriot  
President, Board of Directors

Attest:

\_\_\_\_\_  
Sharon Cole  
Secretary, Board of Directors