



## TANYARD SPRINGS HOMEOWNERS ASSOCIATION, INC.

POLICY RESOLUTION NO. 2020-04

Community Garden Committee Charter

**WHEREAS**, Article 7, Section 7.1, subsection h of The Bylaws of the Tanyard Springs Homeowners Association provides that the Board of Directors (the “Board”) shall have the power to exercise for the Association all powers, duties, and authority vested in or delegated to the Association and not reserved to the membership by other provisions of the Association’s governing documents; and

**WHEREAS**, Article 10 of the Bylaws provides that the Board shall have the power to appoint committees as deemed appropriate in carrying out its purpose; and

**WHEREAS**, the Board deems it desirable to establish a Charter for a committee that will advise the Board, in a reasonable and productive manner, on the development and implementation of community garden maintenance events and activities for the Association’s Members and Residents.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board hereby establishes the Community Garden Committee, and adopts and implements the following procedures for this Committee.

- A. The Powers and Responsibilities. The primary responsibility of the Community Garden Committee is to advise the Board, in a responsible and productive manner, on issues related to the development and implementation of community garden maintenance events and activities, consistent with the desires and interests of a majority of the Members/Residents. In accomplishing this goal, the Board shall assign the Community Garden Committee with tasks from time to time, which may require, but not be limited to, the following:
1. Maintain open communications with the Board by representing the Community Garden Committee at monthly Board meetings (and in particular when requests or recommendations by the Committee are made).
  2. Solicit Members/Residents to join the Community Garden Committee and support events, fundraisers, and other activities organized by the Association.
  3. Plan, organize, and conduct special events and activities for the benefit of Members/Residents.
  4. Set goals and priorities for these events and activities.
  5. Coordinate the use of the common elements for these events and activities.
  6. Define and implement methods to communicate to Members/Residents the events and activities organized by the Association.

7. Conduct surveys and provide evaluation reports to determine the effectiveness of the events and activities organized by the Association.
8. Propose to the Board events and activities, an annual calendar of those events and activities, and a proposed budget for the proposed events and activities.
9. Within fourteen (14) days of any event or activity organized by the Association, provide an expense report to the Board and the Association's Community Manager for inclusion and discussion at the next Board meeting

The Community Garden Committee shall have such additional duties, powers, and authority as the Board may grant from time to time.

B. Eligibility. Community Garden Committee members must be Members in good standing. Specifically, any Community Garden Committee member who is a Member must not be more than sixty (60) days delinquent in the payment of assessments.

C. Number of Members, Appointment and Length of Term.

1. The Board shall appoint a standing member of the board as Chairperson of the Community Garden Committee. The Chairperson will serve for one year and may be reappointed every year.
2. There shall be at least three (3) and no more than seven (7) members of the Community Garden Committee. Each Committee member will be appointed for a one-year term. Interested candidates must submit a written request for appointment to the Board, including any personal or professional information (e.g., related experience or training, service on other committees, etc.) which might assist the Board in the appointment process.
3. The Chairperson shall designate a Recorder from among the members of the Community Garden Committee. The Recorder shall be responsible for maintaining the Committee membership roster, assisting the Chairperson in preparing the monthly written Community Garden Committee reports to the Board, and maintain written documentation of the Committee's decisions and activities.
4. The Board may remove a Chairperson or Member of the Community Garden Committee with or without cause. Vacancies created by either of the above, or for any reason, shall be fulfilled by appointment by the Board.
5. The Board may dissolve the Community Garden Committee at any time, with or without cause.

D. Manner of Operation and Meetings. The Community Garden Committee shall conduct its business in accordance with the Association's governing documents and in the interest of the Association. The Community Garden Committee shall operate within the following parameters. Consistent with such parameters, the Community Garden Committee may establish such other rules and methods of operation as it deems necessary.

1. Regular meetings of the Community Garden Committee shall be held as necessary to carry out its assignments and responsibilities, and shall be held at least four (4) times per year. A majority of the Members of the Community Garden Committee shall constitute a quorum for the purpose of conducting the Committee's business. Notice of regular meetings of the Community Garden Committee shall be published to the Members.
2. The Chairperson shall be responsible for chairing and establishing the agendas for the meetings. If the Chairperson is unable to attend, the Secretary or another designated Community Garden Committee Member shall chair the meeting.
3. To ensure maximum participation, an agenda, together with relevant materials, shall be sent to Community Garden Committee Members at least three (3) calendar

days in advance of any scheduled meeting. Minutes for all meetings shall be approved by Community Garden Committee Members at the following meeting, but draft minutes should be prepared no later than fourteen (14) calendar days following a meeting and shall be submitted to the Board and the Association's Community Manager for situational awareness.

4. Members and Residents may attend any meeting of the Community Garden Committee.

E. Communications. In the interest of ensuring strong communications between the Board and the Community Garden Committee, it is expected that the Committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the Board. The Community Garden Committee representative will present Community Garden Committee plans, reports, recommendations, requests for monetary expenditures, requests for assistance from the Board, when needed, and answer any questions the Board may have regarding the Community Garden Committee's assignments.

F. Sponsored Events and Activities.

1. Events and activities sponsored by the Association are to be designated and advertised by the Community Garden Committee as such.
2. All events and activities sponsored by the Association shall be open to all Members and Residents.
3. The details, budget, theme, date, and time of any event or activity sponsored by the Association require approval of the Board. All receipts shall be turned in to the Association's Community Manager as soon as reasonably possible following the event, activities, or purchase if made thirty (30) days in advance of the event or activity.
4. Event and activity vendors shall be insured and, if applicable, licensed, and name the Association on the certificate of insurance with a waiver of subrogation in favor of the Association. The certificate shall be provided to the Association's Community Manager at least three (3) business days prior to the event or activity.
5. The Board retains the discretion to approve or deny any proposed event or activity to be sponsored by the Association.



RESOLUTION ACTION SHEET

ADMINISTRATIVE RESOLUTION NUMBER: 2020-04

RESOLUTION TITLE: Community Garden Committee Charter

DATE OF ADOPTION: June 1, 2020

The above-referenced Resolution was adopted by the Board of Directors as of the date set forth.

SIGNATURES

VOTE: (Y/N)

  
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Director

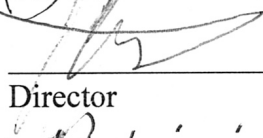
Y

  
\_\_\_\_\_  
Director

Y

  
\_\_\_\_\_  
Director

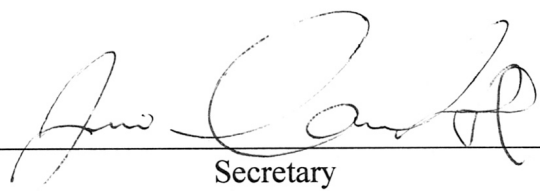
Y

  
\_\_\_\_\_  
Director

Y

*Patricia Warner*  
\_\_\_\_\_  
Director

Y

ATTEST:   
\_\_\_\_\_  
Secretary

02 JUNE 2020  
Date

RESOLUTION EFFECTIVE DATE: June 1, 2020