

## **Community Standards Committee Charter**

### **I. PURPOSE:**

A. The Community Standards Committee (aka Covenants Committee) shall regulate the external design, signage, appearance, user upkeep and aesthetics of property as stated within the Declaration.

B. The Community Standards Committee's authority is set forth, but not limited to, Section 9 of the Declaration and the Committee serves at the pleasure of the South Riding Proprietary Board of Directors. Committee Members may not expend Proprietary funds, or speak on behalf of the community, without the approval of the Board of Directors.

### **II. FORMATION OF COMMITTEE:**

A. The Committee shall be comprised of not less than three (3) and not more than eleven (11) Members, as set forth in Section 9.1. (a) of the Declaration.

B. The Board will initially solicit and appoint Committee members (by majority vote) from the Membership of the Association.

### **III. GOVERNANCE:**

A. Committee Members will nominate amongst themselves one Member who shall be recommended to the Board to serve as Committee Chair.

B. The Committee Chair (only) will act as liaison between the Committee and the Board or its Agent.

C. By majority vote, the Board may remove Committee Members from time to time, as it deems appropriate.

D. The Board will confirm all Committee Members upon a majority vote following a nomination by the Chair, or by a Member of the Board.

E. The Committee must establish Quorum at a meeting in order to conduct business. Quorum will be established when:

- i. Three (3) Committee Members are present and the total Committee Membership consists of less than eight (8) members, or
- ii. Four (4) Committee Members are present and the total Committee Membership consists of eight (8) or more members.
- iii. The Board Liaison attendance may count for Quorum purposes only in either case i or ii.

F. A majority vote of the Committee Members present at a meeting at which a quorum is present will be required to take an action.

G. The Community Standards Committee will meet once per month on the 2<sup>nd</sup> Wednesday June through March, twice per month on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday in April and May, or as otherwise determined and announced.

H. The Committee will have one (1) Vice-Chair. At the request of the Board, the Community Standards Chair, the Vice-Chair or the Community Standards Manager can serve in place of the Chair in any covenants related matter when the Chair is not available. The Vice-Chair will be elected by the Committee Members annually, for a one-year term.

I. Membership on the Community Standards Committee will be conferred upon being nominated by the Committee Members and being appointed by the Board of Directors. Members are required to be South Riding Proprietary residents in good standing. Committee Members are to serve a term of one to three years, as determined by the Board. Active participation is important to achieving the mission of the committee. As such, a Member's absence at three (3) consecutive meetings will result in the loss of Committee Membership. The Community Standards Manager is responsible for maintaining an official attendance roster and will administer notification of loss of Committee Membership due to attendance. Membership may be reestablished through the aforementioned requisite nomination requirement. Committee Members are eligible to vote and serve in leadership positions.

J. The Committee, by majority vote, may establish Sub-Committees or Working Groups to conduct special assignments as required by the Committee, and upon such establishment the Committee must:

- i. Provide a clear purpose and develop goals for the Sub-Committees and Working Groups;
- ii. Establish Sub-Committee and Working Group membership. The appointed chair must be a member of the Community Standards Committee. Members are required to be members of the Committee and must be a resident in good standing of South Riding Proprietary;
- iii. Put forward a timeline for the Sub-Committee or Working Group being established.

K. Sub-Committees and Working Groups actions will be included in the minutes of the Community Standards Committee.

#### IV. SPONSORSHIP AND FUNDING:

A. The nature and scope of any Association sponsored activity must be approved in advance by the Board. The Committee is advisory in nature ONLY unless given SPECIFIC direction from the Board. All final decisions pertaining to the Association shall be made by the Board.

B. The Committee will submit an annual budget request to the Budget and Finance Committee.

#### V. DISSOLUTION:

A. This Charter shall remain in effect until amended or rescinded by the Board.

Amended by the Community Standards Committee July 10, 2019  
Approved by Board of Directors September 5, 2019