

Meadows-Ferndale Homeowners' Association Neighborhood Project Support Committee (NPSC)

COMMITTEE CHARTER

Date: August 16, 2022

WHEREAS Section 3.2 of the Association Bylaws states that: "The Board shall have the powers and duties provided for the administering authority of the Subdivision in the Homeowners Association Act and in the Declaration, and all other powers necessary for the administration of the affairs of the Association, and may do all such acts and things as are not prohibited by statute or by the Declaration required to be done in another manner," and

WHEREAS Section 5.1 of the Association Bylaws states that: "The Board may appoint one or more committees that consist of one or more directors. Such committees, if composed entirely of board members, shall have and exercise, to the extent provided in the resolution establishing the committee, the authority of the Board in the management of the Association. The appointment of any such committee shall not relieve the Board of its ultimate responsibility for the administration and management of the Subdivision," and

WHEREAS Section 5.2 of the Association Bylaws states that: "Other committees, not having or exercising the authority of the board in the management of the Association, may be appointed by the President or the directors, and such committees may be composed of one or more members of the Association."

NOW THEREFORE, be it resolved that an Neighborhood Project Support Committee (NPSC) shall be established and that the following procedures for this Committee be adopted and implemented herewith:

1. PURPOSE OF COMMITTEE

The purpose of the Neighborhood Project Support Committee (hereinafter "NPSC") is to assist the Meadows-Ferndale Homeowners' Association (hereinafter "HOA") Board of Directors (hereinafter "Board") in the management and execution of its duties and responsibilities within the community. This includes, but is not limited to, advising the Board on issues, concerns, and recommendations related to activities in the Board's areas of responsibility.

2. DEFINITIONS

- (a) Board. The Board of Directors of the Meadows-Ferndale Homeowners' Association and governing body of the Association.
- (b) HOA. The community association of all Owners, as more fully described in Section 6 of the Covenants, Conditions, Restrictions, and Reservations (CC&Rs), having been created in the form of a Washington nonprofit corporation.

- (c) NPSC. The Neighborhood Project Support Committee, created by Board resolution 2022-06 to assist and advise the Board in the exercise of its fiduciary responsibilities.

3. OBJECTIVES

It shall be the responsibility of the NPSC to:

- (a) Accept tasking from the Board to address problems or issues related to the management and stewardship of areas of Board responsibility within the boundaries of the community. This responsibility includes, but is not limited to the following:
 - (1) Defining the nature and scope of the problem or issue.
 - (2) Identifying alternative solutions.
 - (3) Identifying one-time and recurring costs (time, materials, fees, etc.) related to alternative solutions.
 - (4) Identify and assess non-financial pros and cons of the alternative solutions.
 - (5) Provide and justify recommendations to the Board for a preferred solution.
 - (6) Identify future tasks or obligations associated with the preferred solution.
- (b) The NPSC may also identify issues on its own and report same to the Board as described above.

4. MEMBERSHIP

- (a) Committee members must be property owners in good standing, as defined by the absence of any liens, penalties, CC&R/Bylaw violations, or pending legal action with the HOA.
- (b) Only one household member may serve on the Committee.
- (c) Committee membership is by Board appointment. Existing committee members may nominate potential members, but the Board will have final approval of all nominations.
- (d) Terms of membership shall be determined internally by the Committee based on its needs.
- (e) The Committee membership shall nominally be at least three members unless otherwise approved by the Board. One Board member may serve on the Committee, subject to approval by the full Board. If there is no Board member on the Committee, the Board will appoint a Board member to be liaison to the Committee.
- (f) Changes in Committee structure, such as new or departing members or officers, shall be reported to the Board as soon as the changes take effect.
- (g) Committee members may be removed by a majority vote of either the Committee or the Board.

5. ROLES AND RESPONSIBILITIES

- (a) Committee members serve at the direction of and at the pleasure of the Board.
- (b) The Committee may be dissolved at the discretion of the Board.

- (c) The Committee may establish internal Committee organization as it sees fit.
- (d) The Committee shall appoint a Chairperson from among its members.
- (e) Committee members, serving in a non-voting capacity, shall assist and advise the Board as needed.
- (f) The Committee chairperson, or designated alternative, should attend all in-person or Zoom™-hosted Board meetings if possible.


6. AUTHORITY AND LINES OF COMMUNICATION

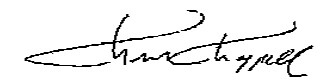
- (a) The authorized lines of communication for the Committee are internal to the HOA and communication to outside individuals, businesses, or government agencies is by permission of the Board only. The Board, and only the Board, has legal and fiduciary responsibility for HOA business.
- (b) If communication outside the HOA is authorized, the Committee shall nevertheless have no authority to speak on behalf of the Board or to bind the Association either financially or contractually – unless authorized in advance by the Board to do so.

7. MEETINGS, RECORDS AND REPORTS

- (a) The time and location of Committee meetings shall be determined by the Committee chairperson.
- (b) A simple majority of the total membership of the Committee shall constitute a quorum for Committee business.
- (c) Committee meetings shall be conducted in general accordance with Robert’s Rules of Order.
- (d) The Committee shall keep a record of all meetings and provide minutes of these meetings to the Board. The format for these minutes shall be at the discretion of the Committee based on content.
- (e) The Committee shall provide a written status report to the Board when requested or whenever key information is ready to be shared – but at least monthly on or about the third Monday of each month. The format for these status reports shall be at the discretion of the Committee based on content.
- (f) The formal assessment of recommendations for Board action shall be presented in the format provided as an attachment hereto. This format may be modified by the Board to fit the content and circumstances. When this (attached) format is used, all paragraphs will be included. The sections without relevance shall be completed as “Not Applicable”.

Signed and attested this 16th day of August 2022:


Chuck Millard, President


Chris Chappell, Vice President


Kathy Young, Secretary

COMMITTEE REPORT FORMAT GUIDE

TITLE OF REPORT

1. Executive Summary. A brief synopsis of analysis objectives and results.
2. Description of problem or issue being addressed.
3. Proposed alternative courses of action.
 - (a) Alternative 1: Do nothing (always an option although usually not viable)
 - (b) Alternative 2: TBD
 - (c) Etc. (there should be several alternatives to consider)
4. Cost of alternatives (both one-time and recurring).
 - (a) Alternative 1:
 - (b) Alternative 2:
 - (c) Etc.
5. Non-Financial Pros & Cons.
 - a. Alternative 1:
 - b. Alternative 2:
 - c. Etc.
6. Recommendation.
 - a. What course of action is recommended?
 - b. Why is it the preferred course?
 - c. Who will do the work?
7. Future tasks. Proposed or anticipated future activities related to this analysis (if none, so state)
8. Date and signature of Committee chairperson.