

CHARTER FOR INTERIOR DECOR COMMITTEE

AUTHORIZATION

The Interior Decor Committee is established by the Board of Directors under ARTICLE V, Section 2(g), of the By-Laws of the Heritage Harbour Community Association on February 10, 1998, and serves at the pleasure of the Board.

PURPOSE

The Board of Directors requires the support of the Interior Decor Committee in maintaining a high standard of interior appearance and decor appointments of the Community Lodge.

SCOPE

The area of responsibility of the Interior Decor Committee is the interior appearance of the Community Lodge and Clubhouse.

PRIMARY FUNCTIONS

The primary functions of the committee are:

- Advise and give recommendations to the Board concerning the maintenance of the interior of the Lodge and Clubhouse
- Participate in long range planning for maintenance of property within its scope
- Recommend and justify capital improvement projects to the Board of Directors
- Make recommendations to the General Manager regarding projects within its area of cognizance
- Review proposed solicitations and evaluate proposals affecting the Lodge and Clubhouse interior, as requested by the General Manager or the Board
- Advise and give recommendations to the Board concerning the performance of the General Manager relative to maintenance of the interior of the Lodge and Clubhouse
- Review for the Board proposed budgets for special maintenance and improvement of the interior decor of the Lodge and Clubhouse

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- Review all recommendations from residents, Registered Activities and/or Chartered Committees for placing anything in either the Lodge or the Clubhouse, or on any of the walls.
- **Evaluate art to be hung in the “Corridor of Art” using the “Criteria for Hanging Art in the Corridor of Art”.**

COORDINATION

The committee shall coordinate with the Board of Directors the planning and implementation of all proposed and approved interior-improvement projects that might expend capital improvement resources. The committee shall coordinate its other activities with the General Manager and with the Buildings Committee. The committee should send representatives to the periodic coordinating meetings of Board Committees.

MEMBERSHIP

The committee shall have:

- A chairperson committed to the effective functioning of the committee appointed by the President in consultation with the Board of Directors and can be suggested by the committee.
- At least two other members to be selected by the chairperson.

The committee shall adopt committee rules that define its terms of office, election procedures, and membership procedures and file these rules in the Association office.

MEETINGS

Meetings of the committee shall be open to all Association members and be advertised in *Harbour Lights*, on the Heritage Harbour television channel, or by some other appropriate means. The committee shall provide records of its activities for filing by the General Manager. These records shall be available for review by the Board of Directors or any Association member, and be passed on to successors.