

## **CHARTER FOR RECREATIONAL VEHICLES COMMITTEE**

### **AUTHORIZATION**

The Recreational Vehicle (RV) 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 RV Committee in regulating the use of the RV Lot and in maintenance, upkeep, and improvement of the Lot and its surrounding property.

### **SCOPE**

The area of responsibility of the RV Committee includes the RV Lot asphalt-paved area, fence, locked gate, and common property extending 15 feet out from the fence

### **PRIMARY FUNCTIONS**

The primary functions of the committee are:

- Advise and give recommendations to the Board concerning regulation of use of the RV Lot
- Advise and give recommendations to the Board concerning the maintenance and modification of the RV Lot
- 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 for the Board proposed budgets for RV Lot maintenance, modification, and use
- Advise and give recommendations to the Board concerning the performance of the General Manager relative to use, upkeep, and improvement of the RV Lot
- Provide assistance to the General Manager as requested by either the Board or the General Manager.

## **SPECIALIZED FUNCTIONS**

The committee has the following specialized functions:

- Advise the General Manager on assignment of parking spaces in the RV Lot
- Advise the General Manager on content of RV Lot parking applications
- Assist the General Manager in distribution of keys to the RV Lot to users.

## **COORDINATION**

The committee shall coordinate with the Board of Directors the planning and implementation of all proposed and approved recreational vehicle storage projects that might expend capital improvement resources. The committee shall coordinate its other activities with the General Manager and with the Grounds 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.
- Vice chairperson and Secretary, appointed by the chairperson
- At least two other members to be selected by the chairperson.

The committee shall adopt committee rules that define its officers, 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.