

VILLAGES OF PIEDMONT HOMEOWNERS ASSOCIATION, INC.

AD-HOC TOWNHOME PARKING COMMITTEE CHARTER

WHEREAS, Article X of the Bylaws of the Villages of Piedmont Homeowners Association assigns to the Association's Board of Directors ("Board") the authority to appoint committees;

WHEREAS, the Board deems it desirable to establish, through a duly adopted Charter, an ad-hoc committee to provide input to the Board related to parking and vehicle issues within the townhome area within the Villages of Piedmont community;

NOW THEREFORE, BE IT RESOLVED that the Board hereby adopts the following Charter, which governs the operation of the Association's Ad-Hoc Townhome Parking Committee ("Committee"):

A. GENERAL

The Committee operates under the direction of the Board of Directors and must operate in accordance with the Association's governing documents and this Charter. As provided in more detail below, meeting schedules are to be published in advance and open to all Association members. Committee members serve at the pleasure of the Board. The Committee is an ad hoc (temporary) committee that will remain in place until the Board votes to dissolve the Committee, such as when the Board determines that the Committee has finished the tasks assigned to it or is otherwise no longer needed or appropriate.

B. PURPOSE, FUNCTIONS AND AUTHORITY OF THE COMMITTEE

1. **Purpose.** The purpose of the Committee is to make recommendations to the Board, in a reasonable and productive manner and working through the Association's management agent ("Managing Agent"), regarding how best to regulate and enforce parking and vehicle-related issues within the townhome area of the community. The Committee's final report to the Board should be issued within 6 months after the Committee's first meeting.
2. **Functions/Tasks.** In accomplishing the above-stated purpose, the Committee may perform the following functions or tasks, subject to direction and guidance from the Board or the Managing Agent:
 - a. Reviewing the current parking and vehicle-related provisions of the Association's Declaration of Covenants and rules and regulations for clarity, effectiveness and suitability for the townhome area, taking into account, for instance:
 - (1) the limited availability of parking spaces;
 - (2) applicable county/state laws, including fire code standards;
 - (3) practical enforceability;
 - b. Surveying homeowners and residents regarding parking and vehicle rules;
 - c. Collecting information on the average or typical number, types, locations, days and times of apparent violations of the current parking and vehicle rules;
 - d. Providing the Board and the Managing Agent with a written report regarding any recommendations for revising the current rules and regulations for parking and vehicles in the townhome area, as well as education and enforcement recommendations.

The Board may, in its sole discretion, modify the tasks assigned to the Committee from time to time (consistent with the Committee's purpose), upon notice to the Committee or its Chairperson.

3. **Communication with Vendors/Contractors.** Unless specifically authorized in writing by the Board, the Association's president or the Managing Agent, no Committee member is authorized to directly contact any vendor or contractor of the Association concerning any Association-related matter. Committee members must not direct or interfere with the performance of work or services by Association vendors, contractors or Managing Agent.

4. **Spending Authority.** Without the prior authorization of the Board or except as may be allocated to the Committee in the Association's approved budget, the Committee must not spend or commit to spend Association funds. The Committee does not have authority to approve, authorize or execute contracts.
5. **Communications Generally.** Committee members must not use inappropriate or unprofessional language or verbal tone during their discussion of Committee matters, including but not limited to discussions with fellow Committee members, other owners, residents, Board members and the Managing Agent. Any comments or actions designed to insult, demean or attack the personal character of any individual is prohibited.

C. COMMITTEE MEMBERSHIP AND PROCEDURES

1. **Eligibility.** Committee candidates and members must meet all of the following criteria:
 - a. An owner of a Lot who resides at that Lot for at least six months of the year;
 - b. Current in the payment of all assessments and other financial obligations owed to the Association; and
 - c. Have no pending violations of the Declaration or Rules and Regulations. A pending violation is considered to be one for which the Board or the Managing Agent has notified the owner in writing that a violation exists, and for which the Board or Managing Agent has not confirmed in writing that it has been fully cured.
2. **Size, Appointment and Terms.**
 - a. The Committee will be comprised of three to five members. Members of the Committee are appointed by the Board and serve at the pleasure of the Board. The timing of appointments (whether initial or subsequent appointments) is entirely within the discretion of the Board.
 - b. Members of the Committee continue to serve on the Committee until that person resigns or is removed.
 - c. The Board may remove any Committee member at any time upon three days' written notice, with or without cause. Vacancies on the Committee are filled by Board appointment.
 - d. If the Board determines that there is insufficient interest or participation in the Committee, or if the Committee is acting inconsistently with its Charter, the Board may disband the Committee permanently or temporarily until such time as the Board deems appropriate.
3. **Chairperson and Secretary.**
 - a. **Board Appointment of Chairperson.** The Board is responsible for appointing the Committee's chairperson.
 - b. **Committee Election of Secretary.** At the first meeting of the Committee after the initial appointment of the Committee by the Board and, thereafter, at the Committee's first meeting after each year's annual meeting of the Association, the Committee may, by majority vote, elect a Committee secretary who will be responsible for recording accurate minutes of Committee meetings and submitting them to the Chairperson in a timely manner. Alternatively, in the absence of a Committee secretary, the Chairperson is responsible for recording accurate minutes.
 - c. The Chairperson is responsible for chairing the meetings of the Committee and for acting as the Committee's liaison with the Board and the Managing Agent. If the Chairperson is absent or unable to act, the Committee will designate a Committee Member to temporarily serve as the acting Chairperson during such absence or inability to act.
 - d. **Reporting to the Board.** When requested by the Association's president or the Board, the Chairperson will present Committee recommendations, update the Board on the status of pending Committee tasks. In addition, the Chairperson is responsible for requesting assistance from the Board as needed, and answering any questions the Board may have regarding Committee assignments. The Board may require additional information from the Committee before a decision is made by the Board, and if deemed necessary, may authorize a member of the Board or the Managing Agent to be responsible for additional follow-up actions identified

by the Board that are needed between meetings. If action is needed between Board meetings, the Managing Agent will act as the point-of-contact between the Chairperson and the Board.

4. **Meetings.**

- a. **Time and Place.** Committee meetings will be held on an as-needed basis. All committee meetings must be open to the Association's members in accordance with the Virginia Property Owners' Association Act ("POA Act"). Committee meetings may be called by the Committee's Chairperson, and must be called by the Chairperson upon written request of two or more Committee members.
- b. **Notice.**
 - (1) **To Committee Members.** Committee members are entitled to at least three business days' notice of any Committee meeting, which may be given by email, telephone or other means as determined by the Chairperson.
 - (2) **To Association Membership.** In order for the owners to be reasonably informed of Committee meetings, the Committee Chairperson must coordinate scheduling through the Managing Agent and ensure that notice of all Committee meetings is published to the Association's members in a manner reasonably calculated to be available to a majority of the Association's members on the same day as notice is given to Committee members. If it is necessary for the Committee to reschedule or cancel a meeting, the Chairperson must notify the Managing Agent at the earliest possible time so that effort can be made to publish notice in that regard. The Chairperson is responsible for contacting Committee members regarding rescheduled or canceled meetings and ensuring that notice of the rescheduled meeting is published to the Association's Members as described above.
- c. **Open Forum.** The Committee Chairperson must designate a limited time period on each meeting agenda for comments from owners in attendance who are not members of the Committee.
- d. **Quorum and Voting.** A majority of the then current members of the Committee must be present to convene a meeting. A majority vote of those members present at the meeting constitutes a decision of the Committee. Attendance or voting by proxy is prohibited.
- e. **Conflicts of Interest.** When a Committee member attends a Committee meeting involving an issue directly related to that member or that member's Lot (or that member's family members, guests, tenants, etc.), then that Committee member must (i) prior to discussing that issue during the meeting, announce that his/her comments are being made in an individual capacity rather than as a Committee member, (ii) act in a manner so as to not exert, or appear to exert, undue or improper influence over the Committee related to that issue, and (iii) recuse him/herself from Committee deliberations and votes related to that issue.

5. **Board Members' Responsibilities.** Unless otherwise authorized by the Board, only the Association's president or the Managing Agent are authorized to notify the Committee or its Chairperson of Board actions or decisions pertaining to the Committee.

EFFECTIVE DATE: the effective date of this Policy is 8-28, 2024.

**VILLAGES OF PIEDMONT HOMEOWNERS ASSOCIATION, INC.
RESOLUTION ACTION RECORD**

Pertaining to: Charter for Ad-Hoc Townhome Parking Committee

Duly adopted by the Board of Directors on 8-28-24, 2024 by [check applicable]:

- majority vote at a Board meeting, or
- by unanimous written consent through an action without a meeting.

Motion by: Ben Pearson Seconded by: Amanda Murphy

DIRECTORS' PRINTED NAMES	VOTE			
	YES	NO	ABSTAIN	ABSENT
<u>Ben Pearson</u> Director - President	✓			
<u>Amanda Murphy</u> Director - Vice President	✓			
<u>Robert Young</u> Director Treasurer	✓			
<u>Pat Johnson</u> Director Secretary	✓			
Director				

ATTEST: [Signature]
Secretary [Signature]

Date 8-28-2024

Charter Effective: upon adoption.