



**WINDSONG COMMUNITY ASSOCIATION, INC.
CHARTER FOR NEIGHBORHOOD ADVISORY COMMITTEE**

PURPOSE: This Charter is designed to ensure that the established Neighborhood Advisory Committee (“Committee”) accomplishes the goals and tasks, as directed and determined by the Board of Directors (“Board”), for the Windsong Ranch Community Association (“Association”). Additionally, Members of the Committee should strive to accomplish tasks, such as ensuring members provide high-quality leadership and guidance as ambassadors for and to the Windsong Ranch community. Also, Members will be asked to act as a conduit of information both to and from Homeowners within the community. Ensuring that accurate and quality information is available for all homeowners to ascertain.

WHEREAS, the Governing Documents of the Association provide that the Board may establish Committees at their discretion to enhance and establish a forum for communication and integration of resident input into the decision-making affairs of the Association.

WHEREAS, the Board desires to appoint a Committee who shall serve at the pleasure of the Board, for the purpose of providing recommendations, feedback, insight, problem solving, and new ideas for the Association to assist with interaction between the Board, Community Association Staff (“Management”), the Developer, or other people or businesses as necessary. Members of the Committee shall be homeowners in good standing within the Association. The Committee shall exhibit the fiduciary responsibility necessary to ensure that all residents within the community are represented fairly and equally.

WHEREAS, The Committee does not have the authority to give directions and/or instructions to contractors, management, or employees and will not communicate or represent the Association’s or Committee’s business or political interests or positions to other persons outside the Association or seek bids for services or any other matters without the explicit written request of the Board. The Committee does not have any financial authority to spend Association funds but may make recommendations to the Board of Directors for a vote.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby establishes the Committee to exercise the authorities set forth herein and to perform such other duties as may be referred to them by the Board;

AND BE IT FURTHER RESOLVED, that the Committee shall consist of not less than three (3) and not more than seven (7) members appointed by the Board. The Committee will have a designated Association staff liaison.

AND BE IT FURTHER RESOLVED, those members of the Committee shall be appointed for a term of two (2) years, with staggered terms as follows: Three (3) members will serve a term of one (1) year with their term ending on a date that is one year from the date of the establishment of the committee, and four (4) members will serve a term of two (2) years with terms ending of a date that is two years from the date of the establishment of the committee. Thereafter, all terms will be two (2) years. Committee members may be eligible for a second term if approved by the Board. A member may be removed by a majority vote of the Board.

AND BE IT FURTHER RESOLVED, that the Chair, Vice-Chair, and Secretary of the Committee shall be elected by a vote from among the at-large members of the Committee and shall serve for the duration of a one (1) year term. A Committee member may be re-elected for a second term.

AND BE IT FURTHER RESOLVED, that the Committee may meet as needed to discuss and review policy/rules changes as requested by Management or the Board.



AND BE IT FURTHER RESOLVED, that the Committee shall make recommendations to the Board after a meeting through the Management team. Meeting notes shall be kept by the Committee Secretary and made available to Management for Association records. The Committee will provide quarterly reports to the Board, which outlines committee business for each quarter. Such reports will be delivered to Management via email or in person.

AND BE IT FURTHER RESOLVED, that by accepting the nomination to serve this Committee, Committee Members agree to the provisions within this Charter and further agree and understand that information provided to members of the Committee may be sensitive and private in nature and will not be distributed verbally, in writing, or otherwise to individuals who do not currently serve this Committee. Failure to abide by the guidelines within this Charter and those mandated by the Board to Management may result in removal from the Committee.

AND BE IT FURTHER RESOLVED, that Committee members may only serve on one (1) Committee at any given time.

The undersigned, by affixing their signatures hereto, hereby consent to, authorize, and approve of the foregoing resolution in their capacity as the Neighborhood Advisory Committee, this _____ day of _____, 2024.

Printed Name

Date

Signature