

Reflection Homes Association Inc.  
Administrative Resolution 2000-9  
Town Home Parking Advisory Committee

**WHEREAS**, Article X of the By-Laws of the Reflection Homes Association (Association) states that the Board of Directors (Board) has the authority to appoint certain committees as it deems appropriate to fulfill its responsibilities; and

**WHEREAS** the Board has determined that a Town Home Parking Advisory Committee should be created to advise the Board on parking issues which affect the town home section of the Association.

**NOW THEREFORE BE IT RESOLVED THAT** the Board hereby establishes a Town Home Parking Advisory Committee (Committee) to advise the Board on parking issues which affect the town home section of the Association.

**I. MEMBERSHIP**

Because of a paucity of volunteers during the first year of this Committee, during the period from May, 1 2000 through January 31, 2001, tenants may serve on the Committee, but will be non-voting members of the Committee. However, beginning February 1, 2000, and permanently thereafter, all members of the Committee must be town home residents and members in good standing of the Association.

The Committee shall consist of one (1) member of the Association in good standing from each court of the town home division.

A town home member in good standing shall be defined as any Association member who owns a town home whose homeowner dues and/or assessments and recreation dues and/or assessments are paid in full. A town home member in good standing shall have no legal fees outstanding with regards to their town home or liens place upon their lots by the Association or the Reflection Recreation Committee.

Neither Board members nor tenants may serve as voting members of the Committee.

**II. APPOINTMENTS AND TERMS**

Each member of the Committee shall serve a term of one year beginning February first and ending January thirty-first. If a member of the Committee resigns, the Board shall appoint a replacement to serve the remainder of the term.

All appointments or reappointments of members in good standing will be made at the regularly scheduled January meeting of the Board.

The Board at any time may revoke the appointment of one or all of the Committee members upon a majority vote of the Board.

**III. FUNCTIONS AND RESPONSIBILITIES**

Within thirty (30) days of their appointment, the Committee will meet to elect a chairperson. The chairperson must be a voting of the Committee.

Quorum for a Committee meeting shall exist if a simple majority of the appointed members is present at the meeting. Once quorum is present at a Committee meeting, it will be deemed to be present for the duration of the meeting until the chairperson adjourns the meetings.

The Committee must establish and publish in the Association newsletter a meeting schedule which notifies the membership of the location and time of the Committee's meetings.

The Committee will hear complaints pertaining to parking in the town home section of the Association by and/or from the Association members and/or their tenants and report the nature of such complaints and make recommendations concerning them to the Board.

All recommendations to the Board must be in writing and signed by the members of the Committee. The Committee chairperson will ensure that written recommendations are presented in a timely fashion for consideration at the monthly Board meeting.

Members of the Committee will review annually the current plan for parking on the common lots of the Association and make recommendations to the Board pertaining to parking facilities and their uses.

With the exception of receiving and reviewing complaints pertaining to parking and recommending improvements in the Parking Plan of the Association, the Committee has no power to act on behalf of the Board.

The Committee may not expend any funds. Any expenditures anticipated by the Committee must be presented to the Board for approval and appropriation.

All Committee Members must abide by the rules of confidentiality established in Administrative Resolution 2000-1. Any violation of confidentiality is grounds for immediate dismissal from the Committee.

***Location:** This Administrative Resolution shall be filed in Section II, Standing Committees, of the Book of Resolutions.*

The effective date of this resolution is **October 10, 2000**.