

Reflection Homes Association, Inc.  
Administrative Resolution 2021-3  
Street Ambassador Committee

**WHEREAS**, Article IV, Section 1 of the Bylaws and for Reflection Homes Association (“Association”) provides that the business and affairs of the Association shall be managed by the Association’s Board of Directors (“Board”);

**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 an Advisory Committee should be created to aid the Board on increasing resident/owner participation in key challenges facing the community.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Directors hereby establishes a Street Ambassador Committee (Committee) to aid the Board in promoting resident/homeowner participation and improvement of the community.

**I. MEMBERSHIP**

Because no one has a greater desire for the overall safety and quality of life of the community than those living in it, both owners and tenants may serve on the Committee. All members of the Committee must be residents and members in good standing of the Association.

The Committee may consist of at least one (1) member of the Association in good standing from each court/street within the community.

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

Board members may not serve as a voting member of the Committee.

No person may be eligible for appointment as a committee member unless such person is an Owner, an Owner's tenant or an Owner's spouse.

There may not be more than one member of a household serving on the same Committee at the same time.

**II. APPOINTMENTS AND TERMS**

Each member of the Committee may serve a term of one year beginning February first and ending January thirty-first. If a member of the Committee resigns, the Board may 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.

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REMOVAL

Upon a majority vote, The Board of Directors may remove any Committee member, including the chairperson, at any time

The Committee may make recommendations to the Board of Directors regarding the removal of Committee members.

A Committee member may be removed, upon written notice from the Committee chairperson, for failure to attend three consecutive Committee meetings or more than ½ of the scheduled meetings of any given calendar year without notice or explanation.

**III. RESPONSIBILITIES**

This Committee may serve at the direction of and at the pleasure of the Board of Directors. This Committee may have no authority to speak on behalf of the Board of Directors or to bind the association financially or contractually, unless authorized by the Board.

The Board of Directors will select a board member to act as the Board Liaison. The Board Liaison and Chairperson may maintain open levels of communication and review ideas and meeting agenda items prior to each meeting.

The primary responsibility of the Street Ambassador Committee is to advise the Board of Directors on issues, concerns, and recommendations pertaining to matters related to the safety, security, and quality of life of the Reflection Homes Association residents.

The Committee will be the eyes, ears, and heart of the community, representing street concerns to the Board and making recommendations concerning them to the Board

The Committee will focus its efforts on understanding the requirements and restrictions that are placed upon the Association by its Governing Documents, Fairfax County, the Commonwealth of Virginia, Virginia Department of Transportation, the Federal Government, or other agencies and authorities as is related.

The Committee will review, evaluate, and comment on resident's concerns and requests as communicated to the Committee, offer the Board recommendations on such requests that they have considered, and work with the Board, Management, Committee and Residents on such matters when authorized by the Board.

In accomplishing these goals, the Board of Directors may assign the Committee with tasks from time to time that may include, but are not limited to:

- The chairperson and lead members will help recruit members for the committee.
- The Committee will help educate and disseminate to the community association rules, key contacts, upcoming events, and key Board Initiatives.
- In cooperation with the Board, Management staff, organize informational programs such as CPR/AED courses, bicycle safety briefings, car seat installation demonstrations,

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etc., to promote general safety and security within the community as well as deliver to street residents the RHA Newsletter or other Notices.

- Interact and communicate with residents, the Board, Management and Fairfax County to promote a Neighborhood Watch program and other programs of interest.
- Work, communicate and interact with residents to beautify, clean/clear and maintain their homes and Common Areas or streets.
- When authorized by the Board, the Committee chairperson or designee may speak before County or State officials regarding community safety, security and quality of life related issues, concerns, and requests.

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

Quorum for a Committee meeting may 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 present for the duration of the meeting until the chairperson adjourns the meetings.

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

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

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 meetings may be conducted generally in accordance with Robert's Rules of Order

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.

In the interest of ensuring strong communications between the Board of Directors and the Committee, it is expected that the Committee Chairperson, or his or her designee, will attend the monthly regularly scheduled business meeting of the Board of Directors. The Committee representative will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee assignments.

The Committee is expected to maintain regular communication with the Board Liaison designated by the Board of Directors, if any, and with the Community Manager.

LOCATION:

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This Administrative Resolution may be filed in Section II, Standing committees, of the Book of Resolutions.

EFFECTIVE DATE:

This Policy shall be effective September 27, 2021

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