

WEXFORD CONSERVANCY
RESOLUTION 2012-02
PARKING COMMITTEE CHARTER

WHEREAS, the Board of Trustees believes that it is in the Association's best interest to utilize volunteer members to assist Management in reviewing the parking issues within the community, help enforce parking rules, and provide monthly reports to the Board of Trustees; and

WHEREAS, several members of the Wexford Conservancy Home Owners Association ("Association") have expressed a desire to serve on a parking committee for the community; and

WHEREAS, Article VI Section 8. (i) of the Bylaws grants the Board of Trustees the power to appoint the committees deemed necessary or helpful; and

IT IS THEREFORE RESOLVED, that the Board of Trustees of the Association hereby establishes the Wexford Conservancy Parking Committee ("Parking Committee") pursuant to this Charter as follows:

1. Purpose. The purpose of the Parking shall be:

- a. To inspect the parking areas within the community and report on parking issues, maintenance needs, and possible solutions to Management for review and consideration by the Board of Trustees.
- b. To assist the Board of Trustees with the enforcement of the Association's Parking Rules by issuing warnings and in the towing of vehicles that are found to be in violation.
- c. Serve as witness and advisor for the Association at hearings regarding violations of parking rules by residents.

2. Number of Members. The Parking Committee shall have not less than three and no more than five members.

3. Appointment/Removal of Members. Pursuant to Article VI Section 8. (i) of the Bylaws, the Board of Trustees shall appoint the members of the Parking Committee as volunteer applications are received. In the event there are more than five volunteers, then they shall be appointed on a first-come, first-served basis and shall serve on the Parking Committee for a term of one (1) year. The remaining volunteer forms shall be retained on a waiting list and shall be contacted in the event of resignation or removal of a member from the Parking Committee. In the event that there are no, or there are insufficient volunteers to form the Committee, members of the Board of Trustees may be appointed as needed. It is preferred that no member of the Board of Trustees hold the Chair position and that it be held by a member of the community. There is no limit on how many successive one (1) year terms a member may serve.

Members of the Parking Committee serve at the discretion of the Board of Trustees and may be removed by a majority vote of the Board.

4. Appointment of Chairman: The members of the Parking Committee shall collectively appoint one member to serve as Chairman. The Chairman shall be appointed for a term of one (1) year and may serve as Chairman for more successive one (1) year terms if they are chosen to do so.

5. Meetings. The Parking Committee shall hold any and all meetings in accordance with the Article X of the Bylaws. The Parking Committee shall conduct inspections of the common area that is used for parking as well as the curb markings a minimum of once a year to determine the condition of those areas and whether any repair or maintenance is required. The Chairman will be required to prepare the punch-list and forward it to Management within one week of the inspection for review by the Board of Trustees.

6. Reports. The Chairman (or other designated representative in his absence) shall report to the Board of Trustees at the monthly meetings as to the progress and status of ongoing parking issues and actions as noted by the Parking Committee.

7. Authorization. The Parking Committee shall have no authority to direct the Association's vendors to take any action regarding any maintenance. Only the Board of Trustees or Management may direct maintenance vendors to act on behalf of the Association. The Committee is granted the authority perform those actions they believe are necessary to enforce the Association's Parking Rules to include but are not necessarily limited to;

a. Issuing warnings to owners, residents, tenants, and visitors that may be in violation of the Parking Rules.

b. Contact the Association's towing company to request that vehicles found to be in violation of the Parking Rules be towed.

Upon issuance of warnings and conducting towing actions the Committee member(s) taking the action shall report the actions taken to the Board of Trustees and Management within Twenty-Four hours. Any communications received from home owners, residents, tenants, or visitors sent to the Parking Committee shall be forwarded to Management for review by the Board of Trustees. Upon resolution by the Board of Trustees, Management will respond to the individual homeowner and notify the Parking Committee of the outcome.

8. Amendment/Revocation. This Parking and Security Committee Charter may be amended by the Board of Trustees at any time.

9. Association Documentation. Management shall provide the Parking Committee with copies of available maps and documents associated with assigned parking, who has been assigned Wexford parking stickers and their numbers, and supply warning stickers as needed.

I hereby certify that the foregoing Parking Committee Charter was duly adopted by the Board of Trustees of the Wexford Conservancy, this 19th day of April, 2012. This Charter shall supersede and replace all previously adopted charters concerning the Parking Committee.

This Resolution will become effective 19 April, 2012.

WEXFORD CONSERVANCY

By: _____
Jon P. Williams, President
Board of Trustees