

SULLY STATION II COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 26

PARKING COMMITTEE CHARTER

WHEREAS, Article VI, Section 8 of the Bylaws of the Sully Station II Community Association (“Association”) states “the Board of Trustees shall have all powers for the conduct of the affairs of the Association which are enabled by law, the Declaration and Articles of Incorporation, which are not specifically reserved to Members or the Developer;” and

WHEREAS, Article VI, Section 9, (i) of the Association’s Bylaws states, "It shall be the duty of the Board to appoint the committees prescribed in Article VIII of the Bylaws and such other committees the Board deems necessary or helpful" and

WHEREAS, the Board of Trustees (“Board”) deems it helpful to establish a committee of homeowners to advise the Board in a reasonable and productive manner on recommendations related to improving the parking situation in the community,

NOW THEREFORE, be it resolved that a Parking Committee shall be established, and the following procedures for this committee be adopted and implemented herewith:

A. **RESPONSIBILITIES**

The primary responsibility of the Parking Committee shall be to provide the Board recommendations and alternatives to address the following parking-related issues which comply with the Association’s Governing Documents, applicable laws and court opinions:

1. Usage/administration of parking spaces within Section 2-A; and,
2. Increasing availability of parking within the Townhome Sections/Clusters.

B. **MEMBERSHIP**

Membership on the Committee is open to all Members of the Association. The Board shall appoint at least five (5) Members to serve on the Committee.

Trustee Bill Perry shall serve as Liaison to the Parking Committee to serve as a resource to the Committee to provide information and documents to assist the Committee in executing its responsibilities. If information is required from Management, Trustee Perry will obtain it for the Committee. Trustee Perry shall not vote on matters considered by the Committee.

C. **ELECTION OF OFFICERS**

The Parking Committee shall elect a Chairperson, Vice Chairperson, and a Secretary as officers. The Chairperson, or Vice Chairperson, shall be responsible for chairing

meetings of the Parking Committee. In the interest of ensuring strong communications between the Board and the Parking Committee, the Parking Committee Chairperson or his or her designee will attend each regularly scheduled business meeting of the Board and submit a written report to the Board one week in advance of the Board meeting reporting on Committee progress, issues that have been identified, and assistance required from Board and/or Management and/or the Association's attorney. The Parking Committee Chairperson will present the Committee recommendations in writing to the Board, and answer questions the Board may have regarding the Committee recommendations.

The Vice Chairperson will fulfill the duties of the Chairperson, if the Chairperson is absent or otherwise cannot attend a scheduled meeting.

The Secretary will be responsible for recording accurate minutes of the Parking Committee's meetings, and submit them to the Board in a timely manner, through Management. The Secretary shall maintain a list of members of the Committee and an attendance record of the Committee members.

D. **MEETINGS**

All Parking Committee meetings shall be open to Association Members. In order for the membership to be reasonably informed of Committee meetings, the Committee Chairperson shall create and provide a meeting schedule that is shared with the Membership and ensure that all meetings of the Parking Committee are announced at least three (3) days prior to the meeting by informing Management of the meeting. If a meeting needs to be cancelled, the Committee Chairperson shall notify Management at the earliest possible time so that the membership can be notified. Each Parking Committee meeting agenda must include an opportunity for a resident forum. The Committee Chairperson will determine how long each speaker is permitted to speak during the resident forum. A simple majority of appointed Members will constitute a quorum.

The Committee will schedule meetings, at appropriate times as needed to address its responsibilities. Meetings will be conducted using the Association's virtual platform. Management will establish the virtual meeting and announce meetings to the Community. The Committee may request Members with Lots in specific Clusters to attend meetings regarding their Cluster.

E. **DELIVERABLES AND TIMEFRAME**

The Parking Committee will deliver its recommendations on the parking-related issues listed in Section A above to the Board by no later than July 01, 2022. The recommendations will be presented at a special meeting of the Board during July 2022 prior to the regularly scheduled July Board meeting.

Sully Station II Community Association
Parking Committee Charter

F. **BOARD ACTION**

The Board will consider all recommendations presented by the Parking Committee and will provide a written response on its decisions regarding each recommendation and the rationale for the decision. The Board has no obligation to adopt any or all of the recommendations presented by the Committee.

G. **TERMINATION**

Once the Committee presents its recommendations and responds to any questions from the Board, this Charter will be terminated and the Parking Committee will be disbanded.

RESOLUTION ACTION RECORD FOLLOWS

SULLY STATION II COMMUNITY ASSOCIATION

RESOLUTION ACTION RECORD

Resolution Type: Administrative No. 26

Relating to Parking Committee Charter.

Duly adopted at a special meeting of the Board of Trustees of Sully Station II Community Association, held November 17, 2021.

Motion by: Glenn Martin Seconded by: Kathleen Leggette

TRUSTEE	POSITION	YES	NO	ABSTAIN	ABSENT
Karen Hogan	President	X			
Glenn Martin	VP / Treasurer	X			
	Secretary				
Kathleen Leggette	Trustee	X			
Bill Perry	Legal Liaison	X			
Mubarika Shah	Trustee	X			
David Thomas	Trustee	X			

ATTEST:

Secretary

Date

FILE: Governing Documents, Book of Regulations, Part Two - Administrative Resolutions

Resolution Effective: November 17, 2021