

# BCA ORGANIZATION & COMMITTEE CHARTER

**TITLE: MAINTENANCE AND ECOLOGY COMMITTEE (ME)**

**COMMITTEE TYPE: STANDING COMMITTEE**

**MISSION:**

To improve the lives and property values of the residential and commercial members of the Brandermill Community Association by enhancing the character and culture of Brandermill, and by making the community more aesthetically appealing and functionally convenient.

**GOALS:**

1. Develop and implement procedures and activities to protect and improve the natural resources of the Brandermill Community, with special emphasis on those items identified in the Master Plan, such as:
  - a. The Swift Creek Reservoir Watershed;
  - b. The utilization of low impact development (LID) strategies;
  - c. Shoreline erosion and sedimentation;
  - d. Wildlife;
  - e. Scenic landscapes;
  - f. Woodlands; and
  - g. Miscellaneous green initiatives.
2. Actively engage residents, commercial members, other BCA committees, local organizations, businesses, and governmental agencies in discussions about proposed strategies to enhance the natural resources of the Community.
3. Develop strategies to maintain and improve the natural resources of the Community for review and approval by the Board of Directors.
4. Coordinate approved activities with other BCA committees.
5. Develop, in conjunction with the Communications Committee, strategies to communicate with and inform members and others of these activities by publishing articles in community newsletter, on the Brandermill website, and by other appropriate means.
6. Suggest improvements to Brandermill's open space landscaping, signage, tree management, mailboxes, and all other elements that will result in a more attractive community.
7. Seek innovative solutions to assist residents to maintain their personal property and the community property in their area in the most attractive possible fashion.
8. Assist the Maintenance Superintendent with planning for the year's activities and assist in budget development.
9. Review the BCA's capital assets each year in relation to the reserve study.
10. Prepare and conduct research projects for improved maintenance activities and appropriate use of funds.

## **ORGANIZATIONAL STRUCTURE AND PROCESSES:**

The Maintenance and Ecology Committee reports to the Community Manager and through the Community Manager to the BCA Board of Directors and operates according to the provisions of this Charter, the bylaws of the Association, the BCA General Policies for Committee Operations, and any other regulations that may be promulgated by the Board from time to time.

At full strength this committee shall have seven members. The rules governing membership terms, BCA Board liaisons and BCA staff liaisons and other standards for the operation of this and other BCA Committees are stated in the BCA Board approved document titled Brandermill Community Association General Policies for Committee Operations.

## **COMMITTEE POLICIES:**

Written minutes will be submitted to the BCA Board of Directors following each meeting of the committee. Whenever an action taken by this committee requires action by the BCA Board of Directors the committee chair should prepare a document separate from the minutes and provide this document to the BCA President describing the action. The Chair or the Chair's designee should attend the BCA Board meeting and report in person to the Board whenever Board Action is sought by the committee or when activities of the committee merit such reporting. The membership list of the Maintenance and Ecology Committee will be updated as required and kept on file in the BCA Office.

## **STAFF LIAISON**

The Maintenance Superintendent will serve as staff liaison to this committee.

## **FINANCIAL RESPONSIBILITY**

This committee will have responsibility for making recommendations for the areas of its responsibility during the budget development process and for monitoring the financial progress of those areas throughout the year.

## **REVIEW**

This Charter will be reviewed annually by the Board

## **APPROVAL**

This Charter was approved by the BCA Board of Directors at the Board Meeting held September 8, 2014 and supersedes all previous charters approved prior to this date.