

Village Grande at Camelot Homeowners Association

Projects Committee Charter

June 27th, 2022

Establishment and Authority

The Projects Committee is established by the Board of Trustees of the Village Grande at Camelot Homeowner's Association (the "BOT") pursuant to Article VIII of the By-Laws for the Village Grande at Camelot Homeowners Association ("HOA").

Purpose

To consider, analyze, recommend, and oversee special projects for the Village Grande at Camelot Homeowner's Association (VGAC HOA) and residents for improved safety & amenities, meet environmental requirements and reduced expenses through energy reduction and improvements.

Responsibility

In fulfilling its responsibility, the Projects Committee shall:

1. Generate guidelines and recommendations for the BOT to consider when prioritizing special projects.
2. Analyze projects based on the guidelines in #1 for every project submission to have a fair and unbiased review.
3. Assist the BOT in polling the community to establish the projects most important to the residents.
4. When possible, Utilize resident professionals from our community for project sub-committees.
5. Recommend outside professionals such as Architects, Engineers, Designers & Planners to the BOT when the committee feels they are needed.
6. Generate financial review guidelines that provide the BOT with payback analysis when applicable, long term operating costs and long-term maintenance cost of proposed projects.
7. Utilize Borough, County & State resources when reviewing projects to establish tax increases, permit costs, etc.
8. Recommend projects, equipment, plans, etc. to the BOT for inclusion in the VGAC HOA budget.
9. Record the minutes for all meetings and present them to the BOT within 20 days of any meeting date.
10. Schedule Project Committee meetings monthly or as needed to fulfill this Charters purpose and to review and update project reviews as needed.
11. Periodically review this Charter with the BOT.

Membership

Membership is open to all members of the HOA that are in good standing and is limited to 20 persons. All Committee members serve on a voluntary basis. The BOT shall appoint members of the community annually. The BOT may appoint additional members that have Engineering, planning and Project experience throughout the year as the need arises. Every volunteer on the Committee has an equal right to express their opinions and ideas as how to best serve the interests of the community. Committee members must attend 7 of the 12 yearly meetings or 60% to maintain their membership on the committee.

Volunteers and Other Resources

Non-committee volunteers may be solicited by the Project Committee, throughout the community for assistance on certain specified projects. Non-committee volunteers are not members, voting or otherwise, of the Project Committee.

Leadership

At the discretion of the BOT, the Chair will either be elected by the members of the Committee or appointed by the BOT. In fulfilling the Chair's responsibility, the Chair shall:

1. Manage the selection of a Vice-Chair, Secretary and Treasurer for the Committee.
2. Manage the Committee and its meetings.
3. Schedule meetings and ensure the meetings are professional and minutes are kept of all meetings.
4. Ensure all Committee members are informed of current events regarding the Committee's focus and current projects.
5. Interface with the Property Manager as determined by the BOT.
6. Be present at open BOT meetings to give report on its activities and recommendations.
7. Appoint sub-committees as needed for various projects.
8. Make recommendations to the BOT on projects to fund.
9. Assign tasks as needed.
10. Maintain appropriate records.

Contracts and Use of Funds

The Project Committee does not have the independent authority to enter contracts that bind the HOA. The BOT must execute all contracts binding the HOA.

Adopted by the Board of Trustees

Attest:

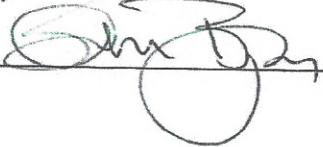
President



Date

11/8/2022

Secretary



Date

11/10/2022