

**LOFT RIDGE HOMEOWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 39**

CONSERVATION COMMITTEE CHARTER

WHEREAS, Article VIII of the Articles of Incorporation and Article IV, Section 1 of the Bylaws of the Loft Ridge Homeowners Association ("Association") states, "The affairs of the Association shall be managed by a Board of Directors" ("Board"); and

WHEREAS Article X of the Bylaws authorizes the Board to appoint committees as deemed appropriate in carrying out its purpose;

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

A. MISSION STATEMENT

The mission of the Loft Ridge Homeowners Association Conservation Committee is to actively promote the sustainable use of our community's natural resources by supporting, promoting, and implementing conservation measures throughout the community.

B. RESPONSIBILITIES

The primary responsibility of the Conservation Committee ("Committee") is to advise, assist and recommend to the Board actions to protect and enhance the existing natural resources of the community and maintain Common Areas in an ecologically sustainable manner. The recommendations of the Committee shall be based on their collective judgement as they balance the needs of the community with available resources.

The Committee shall endeavor to provide orderly, long-term planning, set goals, prepare budget requests, design and carry out projects, offer opportunities for natural resource education, and encourage appropriate recreational activities in the community's Common Areas and adjacent county parks. The Committee desires to protect and maintain the community's forested buffers in an as natural and undisturbed state as possible, thereby preserving the native plant and wildlife habitat in Loftridge and Clermont parks for the pleasure of the community and health of the ecosystem.

The Committee shall strive to do the following:

- Develop and recommend policies and procedures to the Board which promote sustainable use of the community's Common Areas and adjacent county parks by residents, organize and lead educational events to acquaint residents with the community's natural resources, and develop written and oral material for informational and educational purposes.
- Develop and recommend policies to the Board which encourage good stewardship of the ecological, scenic, and historic features within the community and minimize or eliminate negative impacts on the local ecology.
- Prepare detailed recommendations for the implementation of work required to maintain and improve the community's natural resources and present these recommendations to

the Board for review and approval. The Committee does not have legal authority to enter into a contract for the Board.

- Engage with conservation-focused entities in county and local government to best align the Committee's efforts with ongoing environmental initiatives in the local area.
- Work with outside agencies, such as Northern Virginia Soil and Water Conservation District or the local Extension office, to identify work projects and other opportunities for the Board to reduce the environmental footprint of the community on its watershed and help the County achieve its environmental goals.
- Design and execute work projects that enlist the assistance of volunteers.
- Provide annual budget recommendations to the Board.

In fulfilling the above, the Conservation Committee will seek to communicate with the Board to report on issues and explain and seek approval for projects and policies.

C. ELIGIBILITY

Loft Ridge homeowners and renters are eligible for membership on the Conservation Committee.

D. APPOINTMENT AND TERMS

Interested homeowners or renters may submit a written request to the Board for appointment to the Conservation Committee. Requests may be submitted to the community manager or Committee chairperson for submission to the Board. Committee members in good standing are eligible for reappointment.

The Board will announce Committee appointments each year for terms beginning in July, when the new fiscal year begins. The Board may make additional appointments throughout the year if vacancies occur.

Committee terms will be for one year. Members appointed to fill vacancies that occur during the year shall serve for the remainder of the term of the Committee member they are replacing.

E. REMOVAL

The Board may remove any Committee member, including the chairperson, at any time.

The Committee may make recommendations to the Board 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 without notice or explanation.

F. ELECTION OF OFFICERS

The Board shall appoint the chairperson of the Committee. At the beginning of each fiscal year, members of the Committee may make recommendations to the Board for the appointment of a chairperson. Other officers of the Committee may be elected by the Committee membership. At a minimum, the Committee shall appoint a Secretary and/or co-chair who shall be responsible for recording accurate minutes of the Committee's meetings and submitting them to the Association Manager, in a timely manner, for inclusion in the monthly Board meeting package. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a

record of Committee member attendance and all votes and topics of discussion of the Committee.

The chairperson, or their designee, shall be responsible for chairing meetings of the Committee.

G. MEETINGS

Committee meetings may be held at the home of a committee member or any other recognized meeting place of the Association. All Committee meetings shall be open to the Association membership. In order for the membership to be reasonably informed of Committee meetings, the Committee chairperson shall ensure that all regular Committee meeting dates of the Committee are listed in the newsletter, posted on the Association website, and publicized through any other means of posting that the Board deems appropriate to reach the majority of owners. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee chairperson shall notify the management staff at the earliest possible time so that the membership can be reasonably notified. The chairperson shall be responsible for contacting the members of the Committee regarding rescheduled or canceled meetings. Rescheduled, or out of cycle meetings may be scheduled by the chairperson upon five (5) business days posted notice stating the reason for the meeting.

The chairperson shall designate a time period on each meeting agenda for resident input.

A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures, and a majority vote of the committee members present shall constitute a decision of the committee.

All Committee meetings shall be conducted generally in accordance with Robert's Rules of Order.

H. COMMUNICATIONS

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 each regularly scheduled business meeting of the Board. 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.

It is expected that the Committee will provide regular, accurate, and timely information about its activities for publication in the newsletter and other communication vehicles of the Association.

I. EFFECTIVITY

This Resolution shall become effective on September 9, 2020.