



## **Fleur de Lis Homeowner's Association Committee Charter – Clubhouse Design & Seasonal Themes**

### **Purpose**

The purpose of this committee is to establish continuity of design in the interior and immediate exterior of the Fleur de Lis clubhouse. Additionally, the committee will ensure that amenities are in working order and up to date within all rooms of the clubhouse. The committee will also design and assure implementation of seasonal theme designs in the clubhouse and throughout the FDL property.

### **Requirements of Committee Chair(s)**

- Chairperson(s) serves at the pleasure of the board of directors
- Chairperson(s) agrees to work with the board liaison to fulfill the purposes of the committee and to establish a vision, objectives, and goals for the committee members to work in fulfilling.
- Chairperson(s) are responsible for recruiting, send out & collect applications and selecting committee members, with approval of board liaison.
- Chairperson(s) will establish a regular meeting schedule for the committee and publish the schedule via the management company public announcements and online calendar.
- Chairperson(s) agree to have minutes taken of each meeting and provide to the board liaison a monthly report of committee work.

### **Requirements of committee members**

- Members will faithfully serve at the pleasure of the committee head and board liaison
- Members will prioritize committee meetings and seek to attend meetings as scheduled
- Members will offer their skills and acumen to the purpose of the committee and work to accomplish committee goals

### **Essentials to each committee charter:**

- This committee will have an association board member who is responsible for oversight of its purpose, working with the committee chair(s).
- Each committee must have a committee head (chair) who is appointed by the association board member responsible for oversight of that committee.
- Each committee head is responsible to ensure that their committee adheres to its charter and is accountable to the Board member who has oversight for accomplishing the assigned work of the committee.
- In the formation of this committee or when a seat comes available, all owners and residents may apply for membership.
- The board member with oversight shall be responsible for selection of members from all who apply.
- Each “standing” committee shall consist of no less than three (3) members and no more than ten (10) members.



**Fleur de Lis Homeowner's Association  
Committee Charter – Clubhouse Design & Seasonal Themes**

- Ad hoc committees may have less than three members, but no more than 10. All other essential requirements apply to ad hoc committees.
- Unless otherwise directed by the BOD, each committee may include both owners and non-owner residents of Fleur de Lis. Non-owner members serve the committee as advisers only and. Have no voting powers. **NO COMMITTEE SHALL HAVE ONLYL NON-RESIDENTS.**
- All committees shall have no authority to act on behalf of the Association other than to formulate and present information and recommendations to the Board related to its stated purpose. The committee shall not engage in any activities that have not been requested by the Board either specifically or via the responsibilities identified in its charter.
- Any Homeowner or Resident can attend a meeting to observe, but only appointed Committee members can vote or act, within this Charter, as Committee members.
- All committees will meet and conduct their work at least once a month.

**Contextualization:**

- Beyond the essential requirements of all committees, each board member and committee head shall establish the remaining elements of the charter to most effectively accomplish its purposes.