

BIRKDALE COMMUNITY ASSOCIATION

Decorations Committee Charter

1. Purpose

The Decorations Committee advises the Birkdale Community Association (BCA) Board of Directors regarding holiday decorations at Birkdale's two subdivision entrances and gazebos.

2. Authority

- Established by Board majority vote.
- Operates under Board direction.
- Provides recommendations; final decisions rest with the Board.
- No independent authority to contract or spend HOA funds.

3. Duration

The Decorations Committee is a Standing Committee and continues until dissolved by the Board.

4. Membership

- Board appoints a maximum of 5 BCA owners as members.
- Board appoints Chairperson.
- Members serve 2-year renewable, staggered terms.
- Committee Members may be removed for cause at any time by a majority vote of the BCA Board of Directors.
- Members must maintain good standing with the HOA. Good standing shall be defined as the absence of any liens, privilege penalty, outstanding assessment or fine balances, CC&R Violations or pending legal action.

5. Responsibilities

- Recommend decorations for Common Area assets.
- Develop and present written proposals.
- Evaluate decorations.
- Submit committee budget proposal and provide input for the Board's annual budget.

6. Meetings

- Comply with BCA HOA standards and the Code of Virginia 55.1-1816.
- Advertise meetings with date, time, and place; open to all BCA members.
- Provide one packet of all agenda packets and materials for membership.
- Permit recording during open meetings.

- Executive Session may occur after an appropriate motion authorizes the Committee to discuss legal, personnel, or contracts. Following an Executive Session and resuming the open committee meeting, the Committee may vote on recommendations to present to the Board.
- Chairperson should appoint a secretary to record Minutes at each Committee meeting; Minutes should be filed with the Community Manager within 5 days following approval by the Committee.
- Include “Member Voice” opportunity at every meeting. See BCA Resolution 2025-001, “Member Voice Guidelines.”

7. Reporting

- Secretary creates Minutes for each Committee meeting and files with the Community Manager within 5 days following Committee’s approval.
- Chairperson submits a written report with recommendations to the Board at each regular meeting.
- Chairperson submits monthly written report for publication in “Birkdale Bulletin.”
- Chairperson provides a written summary report for Annual Meeting.

8. Limitations

Committee makes recommendations to the Board. It cannot bind the HOA financially or legally.

9. Scope of Responsibilities

- Plan and execute decorating activities.
- Secure vendors.
- Procure supplies and equipment.
- Coordinate with Community Manager, President and Treasurer regarding contracts and payments.
- Comply with Birkdale “Procurement and Disbursement Policy,” approved and effective 1-4-2024.
- Secure volunteers