

BEAUTIFICATION COMMITTEE CHARTER

COMMITTEE: Established hereby is the Aquia Harbour Beautification Committee (BC) which will have as its primary purpose the preservation and appearance of the facilities and grounds within the Corporation known as the Aquia Harbour Property Owner's Association, Inc. (AHPOA), as established by the AHPOA membership in accordance with the Restrictions and Covenants and Articles of Incorporation mandated by statute of the State of Virginia.

COMPOSITION: The BC shall consist of a minimum of (5) members in addition to a member of the Board of Directors (BOD) who shall serve as a voting member and liaison to the BOD, all of which shall be appointed by the BOD. Each member shall serve for a term of one (1) year or until his/her successor is appointed by the BOD and shall be an active member in the Association for his/her entire tenure in office. The board member on the Committee shall call an organization meeting at which time Committee members shall appoint a Chairperson and a Secretary. At any meeting of the Committee at which the Chairperson is absent, or the Secretary is absent, the members shall elect a pro tem official.

AUTHORITY/RESPONSIBILITIES:

- A minimum of three (3) Committee members present at a meeting shall constitute a quorum for the transaction of business. The act(s) of the members present at a meeting at which a quorum is present shall constitute an act of the Beautification Committee.
- The Committee shall assess needs within the community to ensure appropriate maintenance and beautification of its green areas, roadways and common facilities buildings. When areas of concern arise that overlap with the responsibilities assigned to any other standing committee or department of the AHPOA, the BC will work with that committee or department to identify the problem(s) and effect resolution.
- The Committee shall provide input and advice through the BOD to the General Manager for consideration of the above areas in the annual operating and capital budgets. A long range "capital needs" plan shall be provided to the AHPOA BOD prior to its budget cycle and shall be updated at least annually.
- The Committee, on a case-by-case basis will consult the BOD, through the Board Liaison, on interior design and space utilization and landscaping requirements within the community.
- The Committee shall spearhead volunteer programs to accomplish community self-help projects that relate to the beautification of the properties of the Association.
- Regular Committee meetings shall take place at a time and place established by the BC. All meetings shall be held within Aquia Harbour.
- Committee meetings shall be open to all AHPOA members. A schedule containing date, time, and place of meetings shall be prominently displayed in the AHPOA business office by the Secretary of the BOD.

REPORTING:

- The BC will report directly to the AHPOA Board of Directors.
- Complete written minutes of its proceedings shall be forwarded to the Secretary of the BOD who shall provide copies to each member of the BOD and ensure that an approved copy of said minutes is included in the official records of the AHPOA.