



**THORNHILL COMMUNITY ASSOCIATION, INC.**  
**c/o Superior Association Management, LLC**

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## **Pond Committee Charter**

### **Mission**

The role of the Pond Committee (“Committee”) is to assist the Thornhill Community Association, Inc. (“TCA” or “Association”) Board of Directors (“Board”) in the management and maintenance of the common area pond, recommend appropriate pond maintenance plans and projects for the Board to consider, and assist the Board in reviewing pond maintenance and enhancement proposals and contracts. The Committee will work in conjunction with the Property Manager to monitor the pond area, resolve issues that may arise and oversee pond projects approved by the Board.

### **Committee Membership**

The Committee is created by resolution of the Board. Committee membership is generally open to all TCA members who wish to participate. This notwithstanding, the Board may, in its discretion, reserve the right to appoint committee members by resolution or by delegating this authority to the Board liaison as circumstances and committee scope or requirements might suggest. The Committee shall consist of at least two (2) but not more than seven (7) community members.

### **Committee Leadership**

The Committee will have one chairperson that shall be appointed by the Board or elected by the Committee members. The Committee may also designate one co-chairperson. The Chairperson will be responsible for all communications with the Board, scheduling meetings, drafting agendas, and creating periodic reports to the Board. The Chairperson may delegate this responsibility on a case-by-case basis to any Committee member. 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.

The Board will appoint a Board member to serve as a liaison to the Committee. The role of the liaison is to facilitate the Committee’s interaction with the Board, including placing items on the Board’s agenda, answering questions, and communicating recommendations.

### **Scope and Responsibilities**

The Mission defines the general scope of responsibilities that must guide the Committee in its work. From time to time, the Board may modify the Committee’s Mission or scope to better meet the needs of the Association. Committee chairs and members are encouraged to bring suggestions in this regard to the Board’s attention.

The responsibilities of the Committee are as follows:

- Recommend pond maintenance plans and projects for Board consideration and assist in developing a comprehensive pond plan
- Periodically inspect the pond area and report any issues to the Property Manager
- Periodically monitor vendors
- Keep the Board apprised of:
  - Pond conditions
  - Maintenance
  - Pond projects
- Assist the Board in establishing an annual pond budget and pond project budgets
- Assist Board in review of pond maintenance contracts
- Identify pond issues and concerns and recommend solutions to the Board for action
- Obtain, evaluate, and recommend bids for maintenance projects
- Evaluate and recommend any cost saving measures
- Identify reserve budget line(s) for use in reserve budget planning
- Hold periodic Committee meetings as needed
- Update the Board at official Board Meetings

Any expenditure of TCA funds by the Committee must first be authorized by the Board.

The Committee serves only in an advisory capacity, which can make only non-binding recommendations to the Board of Directors. These should be communicated through the Board liaison or Chairperson who will see that items are placed on the Board meeting agenda.

### **Communications**

To assist the Committee in accomplishing its tasks, the Committee Chairs will have reasonable access to the community's messaging tools. Requests to post messages via the TCA webpage, marquees or newsletter should be made to the Communications Committee Board liaison prior to distribution so the message may be validated against any communications guidelines that have been adopted and approved by the Board.

### **Compliance**

The following are requirements of all Committee members:

- No personal gain shall accrue from service on the Committee
- Committee members will avoid any conflict of interest or breach of confidentiality in carrying out their duties.