

GRAND LAKES COMMUNITY ASSOCIATION, INC.

STANDING GREEN COMMITTEE CHARTER

I. PURPOSE

The Green Committee (the “Committee”) is established as a standing committee and shall assist the Board of Directors (the “Board”) of the Grand Lakes Community Association, Inc. (the “Association”) in fostering a culture of environmental sustainability within the Grand Lakes neighborhood, common facilities, and/or common properties.

II. AUTHORITY

Members of the Committee operate only as a recommending body to the Board. The Committee and individual Committee members can not authorize any transactions or activities on behalf of the Association or the Board. Committee members will not be involved in the management and operation of the management duties of the Association. The Committee and individual Committee members do not have authority to make contacts on behalf of the Association or otherwise bind the Association or the Board in any manner whatsoever.

III. MEMBERSHIP AND TERM

The Committee shall consist of three or more members of the Association selected by the Board to serve at the pleasure of the Board. The Chair of the Committee shall be designated by the Board and shall preside at meetings of the Committee. Committee members should be willing and able to educate themselves on relevant issues and be willing to represent the views of the members of the Association. Members of the Committee should ideally have a background in at least one or two of the following areas: science, education, environmental engineering, business, law, finance, and/or nature/resource conservation.

Committee members shall be appointed annually by the Board and shall hold office for one (1) year unless they resign, cease to be a member of the Association, or are asked to no longer serve on the Committee by the Board. Committee members may be appointed for successive terms. The Board, at its own discretion, may appoint new Committee members as needed, or may remove Committee members without cause at any time. The Board may also suspend or dissolve the Committee at its own discretion.

IV. MEETINGS AND QUORUM

The Committee shall meet on a regularly scheduled basis, at least six times per year and additionally as circumstances dictate. The Committee must also report to the Board at least four (4) times per year with updates. All meetings will be documented with agreed Minutes and presented to the Board for review.

Notice of meetings shall be given to all Committee members, and be posted on the Grand Lakes Life website (www.grandlakeslife.com) at least 48 hours prior to a meeting. Meetings are

considered “open” and can be attended by Grand Lakes Homeowners. Meetings in-person are preferred but can be alternatively managed as the Committee deems appropriate (e.g. teleconference, video conference, etc.). A majority of the members of the Committee shall constitute a quorum. The decision of a majority of the Committee members present at a meeting at which a quorum is present shall be the decision of the Committee.

V. KEY RESPONSIBILITIES

The Committee shall undertake the following responsibilities which are set forth as a guide. The Committee is authorized to carry out these activities and other actions reasonably related to the Committee’s purposes or assigned by the Board from time to time. To fulfill its purposes, the Committee shall:

1. Educate the Board on issues of concern to the Committee.
2. Identify projects, programs, and/or practices that help Grand Lakes operate in a more environmentally sustainable fashion and implement those approved by the Board.
3. Coordinate Board-approved activities that employ green practices, educate, and provide a sense of community, such as an Earth Day Celebration. Maintain minutes of Committee meetings and provide quarterly Committee reports to the Board on Committee findings, recommendations and actions, and any other matters the Committee deems appropriate or the Board requests.

NOTE: ALL communications are to be submitted to the Board for approval and then distributed by the Board. The Committee is not authorized to release communications.

VI. DUTIES OF THE COMMITTEE MEMBERS

1. Attend scheduled meetings.
2. Attend the Grand Lakes Annual Meeting.
3. Participate in discussions and share the workload. Each member’s expertise, whether a skill or knowledge, contributes to the Committee’s success. When assigned a task, it becomes each member's duty to complete the task and report back to the Committee.
4. Upon approval of the Board, members of the Committee may solicit additional assistance from the homeowners of Grand Lakes to assist with activities throughout the neighborhood.

1. DUTIES OF THE CHAIR

1. Lead meetings.
2. Serves as the Committee's manager, responsible for setting a meeting schedule, arranging a meeting place, preparing agendas and keeping minutes to record discussions and actions taken at all meetings.
3. Report progress, project completion, or Committee recommendations to the Board.
4. The Chair may delegate any of the above duties to other members of the Committee.