

RBHOA RV COMMITTEE CHARTER

Charge of Committee:

The charge of the RV Committee is to assist the RBHOA Board of Directors with management and operations of the RV Lot through maintaining and securing accurate records (in Patrol Office files) for the board's review. Specifically, the committee shall:

- check registration and insurance records of vehicles approved for the RV lot (with assistance of Patrol Chief)
- maintain copies of each in RV files
- make decisions regarding assignment of RV parking spaces, and any changes
- recommend to the HOA Board procedures or improvements to the RV lot
- recommend the expenditure of RV funds for lot or operating improvements

Composition of Committee:

The HOA Board shall appoint three members to the committee, annually. Between them, they shall elect a Chair of the committee. The length of service to the committee by all members shall be for one year. Interested Committee members may be reappointed annually (with ratification by the RBHOA Board and with agreement of the outgoing committee member). Mid-year vacancies to the committee shall be filled by a majority vote of the remaining committee members (with ratification by the HOA Board). Serving on the committee is purely voluntary; a Board Director shall be appointed to serve on the committee.

Management of Committee:

To fully accomplish its tasks, the RV Committee Chair or his/her designee shall maintain appropriate periodic contact with the Committee Liaison assigned by the Board President. The Committee Liaison shall be invited to attend all formally-scheduled meetings set by the committee. The committee is responsible for making periodic suggestions to the assigned Board Liaison, and the liaison is responsible for reporting and/or recommending actions to the full board, as well. The liaison, as a committee member, shall also have the option to cast a vote each time the committee's actions require a vote.

The Chair may also communicate directly with members of the board on any matter deemed of significant importance to committee members.

Responsibilities of Board-Assigned Liaison:

The Board “Liaison” shall serve as a facilitator/advisor and act as problem-solver. His/her role is not to replace or direct the committee Chair, but to assist the group in meeting its objective to fulfill an important need for the community-- where mutual harmony and respect is the expected and desired outcome. The liaison shall attend scheduled meetings of the committee to achieve these goals. (OMIT: although he/she shall not serve as a bona fide member of the committee, itself.)

The liaison shall ensure all RV records are accurate and securely stored in Patrol Office files.

Responsibilities of Committee Members:

Verify records of space-holders in the RV Lot (space number, space size-- and occupying vehicle condition, registration, insurance, operationality)

Recommend operations and maintenance improvements to liaison

Recommend expenditures for operations/maintenance improvements from RV Account—to the liaison

Maintain “Move-In” or ‘Move-Out” requests

Inform the Patrol Chief and Patrol Staff of all pertinent information that may impact their job responsibilities.

Meet whenever the committee deems necessary

The committee Chair shall make an RV Committee report at each HOA Board Meeting

Maintaining Confidentiality of Records:

To ensure confidentiality of records and RV-related information, RV committee members will sign a confidentiality pledge to be kept on-file by the RBHOA.

In order to assist with this objective, the liaison may assign all RV Lot homeowners an identity number so that only he/she can the know the identity of the person assigned the number; the liaison may place temporary cover over the names of homeowners’ on registration and insurance information/records—consistent with a system to be developed by the liaison (as reflected by a consensus of the committee).

All actions by the full committee shall be supported/accepted by a majority vote of the committee.

Monthly Review of Committee Records & RV Lot:

The committee shall review RV records, monthly (including but not limited to): registration records/"Move-Ins & Move-Outs" list and dates (provided by community manager)/"Waiting List" changes, and inspection of the operation of the RV Lot facility. The Patrol Chief will be invited to attend this meeting.

Renewal matters and all electronic information shall be handled by the board liaison.

This Charter has been Reviewed, Accepted, and Ratified by the Board of Directors on June 23rd, 2020:



Dennis Smith, RBHOA President Date



Larry Huddleson, Vice-President Date

Bill Roe 6/23/2020

Bill Roe, RBHOA Treasurer Date



Gary Sovern, RBHOA Secretary Date



Denise Hilton, RBHOA Director-At-Large Date