



Turtle Rock Community Association
Retention Pond Committee Charter **DRAFT**
April 1, 2020

The purpose of the Retention Pond Committee is to monitor and make recommendations for retention pond system maintenance and improvements including inflow and outflow structures, shoreline stability, invasive control, water quality and fostering a better understanding among residents on the purpose of the retention pond system and the value of preserving these resources.

Authorization: The Retention Pond Committee will be established by the Board of Governors on April 7, 2020 and will serve at the pleasure of the Board until a new board is elected at the Annual Members Meeting. The Board shall select a liaison to the Committee, who shall be a Board member.

Membership/Term: The Committee will consist of a minimum of three (3) members. The Board will appoint all members to the Committee as recommended by the Board Liaison. Committee members will serve until the close of the next Annual Members meeting unless removed by the Board prior to that date.

Structure: The Committee shall appoint its Chair. The Chair will prepare agenda items and facilitate meetings. Ultimately, the Committee works on behalf of the community and reports to the Board via its Liaison, who will bring recommendations for action to the Board for vote. There shall be a secretary who records minutes to be distributed to the board.

Meetings: The Committee shall meet monthly on the XX XXX of every month starting April XX, or as needed. The Association Property Manager and the wetlands and ponds account managers may attend on an as-needed basis.

Function:

-Monitor the aesthetics and viability of the retention ponds, waterways and wetlands and provide recommendations concerning needed maintenance and proposed improvements to the property manager and or the Board liaison.

-Be apprised of County and other regulatory agencies regarding maintenance requirements and preservation of ponds and wetlands areas to include such procedures as mowing around pond edges, performance/certification of control structures, shoreline stability, water quality and invasive removal.

-Fostering a better understanding among residents on the value of preserving our ponds/wetlands resources via the Turtle Rock Newsletter, educational presentations and the Turtle Rock Owner's Manual.

Reporting Requirements: The Committee will provide minutes to the Board on a monthly basis. The Committee Chairperson, or an appointed Committee member, shall be present at the Board meeting if recommendations from the Committee are being considered. Upon request of the Board, the committee will provide inputs related to Retention Ponds (through the Association Property Manager and Board Liaison) for consideration during the Annual Turtle Rock Budget process.

Authority: The Committee does not have the authority to enter into contracts or agreements with any third parties on behalf of the Turtle Rock Association or the Board of Governors; authorizing expenses rests solely with the Board of Governors. The Committee members do not have authority to direct vendors to perform per their contract obligations.

Budget: The Committee does not have an assigned budget. Any expenses will require Board approval.