Tavola West Committee Volunteer Application and Charter

Tavola West Community Association Inc

Purpose. This single form allows a Tavola West resident to request appointment to one or both committees, acknowledge the applicable committee duties and limits of authority, and provide the Board's official appointment record. Submitting or signing this form does not itself constitute appointment. All appointments require approval by majority vote of the Board of Directors.

Committee Selection

- ■ Events Committee
- ■ Yard of the Month and Decorating Contest Committee

Membership and Appointment

- Committee membership is open to Tavola West resident volunteers, including homeowners and renters.
- The committee may recommend volunteers, but every appointment must be made by majority vote of the Board.
- Members serve a one-year term beginning on the appointment date and may be reappointed by the Board.
- A committee chair may be a Board member or an appointed committee member and must be designated by the Board.
- The Board may remove or replace a committee member or chair at any time, subject to the Association's governing documents and applicable law.

Authority and Conduct

- Committees serve at the direction of the Board and must follow the Association's governing documents, policies, approved budgets, and applicable law.
- No committee or committee member may speak for the Board, bind the Association, authorize work, enter into a contract, or make a financial commitment unless specifically authorized by the Board.
- Committee communications, records, event materials, and recommendations must be provided to management and the committee chair for Association recordkeeping.
- Committee members must protect confidential information and may use resident information only for an authorized committee purpose.
- Committee members must disclose conflicts of interest and abstain from decisions involving their own property, household, immediate family, or personal financial interest.

Events Committee Charter

Purpose. The Events Committee supports a welcoming and connected community by recommending, planning, and assisting with events where residents can meet and socialize.

Responsibilities

- Develop and recommend ideas for community events.
- Prepare an annual proposed event calendar for Board review.
- Plan and assist with Board-approved events, including setup, volunteer coordination, resident communication, and cleanup.
- Provide event descriptions and approved photographs to management for Association communications.
- Recommend ways to grow the volunteer program.
- Recommend sponsorships and community partnerships that may reduce event costs, subject to Board approval before any commitment is made.
- Conduct committee activities in compliance with applicable laws and Association policies.

Yard of the Month and Decorating Contest Committee Charter

Purpose. The committee recognizes residents who maintain and enhance their properties, encourages attractive curb appeal, and promotes community pride through seasonal decorating contests.

Yard of the Month Criteria

- Healthy, well-maintained lawn that is mowed and edged, with no significant bare areas.
- Healthy plants and properly pruned trees and shrubs.
- Flowerbeds with minimal weeds and property areas free of debris and clutter.
- Clean driveways, sidewalks, and curb areas.
- Landscaping and overall presentation that enhance curb appeal.

Decorating Contest Criteria

- Originality, theme, design, creativity, and overall visual appeal.
- Lighting and decorations that are safe, orderly, and appropriate for the contest.

Committee Procedures

- Do not enter or trespass on private property without the resident's permission.
- A member may not judge or vote on the member's own property or that of an immediate family or household member.
- **Eligibility verification:** Before winners are selected, candidate addresses must be submitted through the committee chair to the Community Manager for verification that the property is in good standing, with no current violations or past-due assessments. A homeowner on an approved payment plan who is current with that plan may remain eligible.
- **Selection process:** The committee should identify several qualified candidate homes rather than only the final two. After management returns the eligible list, the committee chair may conduct a final drive-by or other consistent review of the remaining homes and select no more than two Yard of the Month winners.
- **Renter recognition:** If the selected home is occupied and maintained by a renter, the renter should receive the gift card and resident recognition rather than the property owner.
- Submit recommended winners to the Board by the established deadline.
- Present Board-approved signs and gift cards only within the approved budget.

Volunteer Information

Full name	Tavola West property address
Email address	Cell number
Resident status ■ Homeowner ■ Renter	Preferred committee role ■ Member ■ Chair
Signature	Date

Volunteer Acknowledgment

I request appointment to the committee or committees selected above. I have read this combined charter and agree to follow its duties, limits of authority, confidentiality requirements, conflict-of-interest rules, and all Board directions. I understand that signing this form does not appoint me to a committee and that my appointment becomes effective only after approval by majority vote of the Board.

Board Appointment Record

Board action ■ Approved ■ Not approved	Board action date
Appointment ■ Events Committee	Role ■ Member ■ Chair
Appointment ■ Yard and Decorating Committee	Role ■ Member ■ Chair
Term start date	Term expiration date

Authorized Board officer or management representative (print): _____

Signature: _____ Date: _____