



## Hunters Green Cluster Association Committee Charter: Parking Committee

### Goals

The Parking Committee will research the feasibility and collect member feedback regarding adding additional parking to the Hunters Green Cluster. The Committee Chair will provide a final report to the Board of Directors and the community at the November 2014 Board of Directors Meeting that includes options and recommendations that can be put up for a vote by the community during the 2014 Annual Meeting.

### Responsibilities

The specific scope of responsibilities of the Parking Committee include, but are not limited to:

- Determining costs associated with adding parking spaces to Hunters Green Cluster
- Recommending optimal locations where parking could be added
- Considering how to effectively finance a parking expansion
- Acquiring and assessing community feedback, such as:
  - Surveying the community to assess the desire for additional parking
  - Determining a range of the community cost tolerance for a special assessment for adding parking

### Meetings

- The parking committee will meet as needed throughout 2014.
- Meetings will be announced to the Hunters Green Community at least 10 days in advance.
- Primary method of communication will be via email. The Committee Chair will be given access to the Hunters Green Residents' email distribution list.
- Meetings will conclude with action items, if necessary, assigned to specific individuals who have volunteered to handle tasks as needed.
- Meeting minutes are not required, however progress reports will be provided at each Board of Directors meeting.

## Members

The Parking Committee Chair will be established by the Board of Directors. The Chair will run the Committee, set the agenda, and is responsible for briefing the Board at each Directors meeting with updates and producing the final report. The position is voluntary and the Chair is free to resign at any time. At the Board's discretion, the Board has the authority to appoint a new Chair to the committee at any time during the calendar year.

A Board member will be assigned to attend all Parking Committee meetings and act as a liaison between the Board and the Parking Committee. One Board member will be assigned to participate on each committee. The Board member will only act as a liaison and will not run the committee meetings; the Board member will only facilitate logistics and participate as a cluster resident. The Chair will run their Committee as they see fit.

All members in good standing of Hunters Green are welcome to attend any meeting of the Parking Committee and participate in discussion.

## Reports

A final report will be provided to the Board of Directors and the Hunters Green Community that includes the Parking Committee's findings, methods, and final recommendations.

## Committee Conclusion

The Parking Committee will dissolve at the conclusion of the 2014 calendar year. If the committee goals had not been met by the specified dates, the Board of Directors can determine whether the committee needs to be renewed, retooled, or retired during the January 2015 Board of Directors meeting.