

# **Charter for the Eldorado Community Improvement Association, Inc. Stable Committee**

## **1.0 The Mission Statement**

The mission of the Eldorado Stable Committee (ESC) is to advise, assist, and recommend to the ECIA Board of Directors (Board) on matters related to the ECIA Stable Amenity. The ESC represents the entire Stable Community (Barn Owners and Sharers) and brings to the Board any concerns, requests, or needs of the community. The committee shall do so based on the members' collective judgment, balancing the needs of individual barn and horse owners with the importance to the community at large.

**(Please refer to the current Eldorado Stable Amenity Rules for definitions).**

## **2.0 Background Statement**

The purpose of this Charter is to provide the foundation for establishing clear expectations and standards for the operation of the ESC and management of the ECIA Stable Amenity. This Charter is supplemented by the Eldorado Stable Rules and Regulations.

## **3.0 Working Procedures**

- A. The ESC shall consist of committee chair and secretary, with an additional one to five members. The ESC may function with just three members. A quorum is a majority of the committee members. Meetings may be held with fewer members than are required for a quorum but no voting may occur without a quorum.
- B. The ESC will announce meetings in advance and will meet at least quarterly, with additional meetings as deemed necessary. Working meetings may be held as needed, with notice of working meetings given to the Stable Community and the committee's Board Liaison.
- C. The ESC will maintain its e-mail network for distributing meeting agendas and dissemination of information to all members of the Stable Community who have provided an e-mail address for that purpose, including Barn Owners, Sharers, the General Manager and the Board Liaisons. In addition, the committee will provide Agendas and Minutes to the ECIA staff for online posting, for the Board and Lot Owners to review. Agendas should be provided to the ECIA staff at least 72 hours in advance of any meeting.
- D. Unless specified, the ESC will operate under Robert's Rules of Order. Business meeting minutes will be circulated to the members for approval via e-mail as soon as possible after the meeting, ideally within two weeks of the meeting, and, once approved, will be emailed to the Stable Community and the ECIA staff for posting.

## **4.0 Level and Scope of Activities**

The ESC will support the Board as follows:

1. Receive concerns from Barn Owners or Sharers related to or arising from the Stable Amenity.
2. Cooperate with the ECIA maintenance staff and contractors to ensure maintenance needs at the Stable Amenity are identified and communicated to the ECIA.
3. Communicate with the Stable Community.
4. Annually inspect corrals and barns and provide a report to the GM.
5. Submit budget recommendations and requests that support the mission and vision of the Eldorado Stable Community, and complement the Eldorado Community at large.

6. Provide annual budget recommendations and requests for capital improvements and operating expenses to the GM, Board Liaison and Finance Committee.
7. Sponsor an annual Community Outreach Event at the Stable Amenity.
8. Support the annual 4<sup>th</sup> of July parade when circumstances permit.
9. Abide by the requirements for ECIA committees.

## 5.0 Products and Reports Requirements

The committee will do the following for the Board and take the following actions:

1. When appropriate and in response to community need, provide an interface between the ECIA and the Stable Community.
2. Provide agendas and final minutes of meetings to the ECIA office for posting on the ECIA website. It is the responsibility of the ECIA office to post the documents.
3. Provide an annual Stable Committee Report to the GM.
4. Review and, if necessary, submit an updated Stable Charter and Rules every other year to the ECIA board for review and approval.
- 4.5. Share updated equine, barn owner and sharer and other roster information with the ECIA office, to assist the ECIA in keeping a current Roster.

## 6.0 Committee Membership and Responsibility

### A. Membership

1. Members must:
  - a) Be members of the ECIA in good standing as defined in the ECIA Bylaws.
  - b) Attend regularly scheduled working and business meetings.
  - c) Abide by this Charter, ECIA policies, and the Stable Amenity Rules.
  - d) Have demonstrated concern and care for equine well-being and the best interest of the Stable Community.
  - e) Commit to support the committee's mission.
  - f) By consensus of the committee, bring value to the ESC and the community.
  - g) Follow the Committee Member Responsibilities cited in the ECIA Committee Roles and Responsibilities.
2. Qualifications for membership: Any Barn Owner or Sharer who is a Lot Owner in ECIA and is a member in good standing of the ECIA as defined by the ECIA Bylaws may be nominated to serve on the ESC, provided that they attend at least one ESC business meeting, prior to being proposed as a member. Proposed committee members shall be recommended by the ESC for approval by the Board.
3. Attendance: Three consecutive unexcused absences are grounds for dismissal from the ESC. An excused absence is defined as one in which the planned absence is communicated to the Chair in advance or due to an emergency situation. All other absences shall be deemed unexcused.
4. Conduct and Professionalism: Committee members are expected to conduct themselves in a courteous, professional manner when communicating with Board members, fellow committee members, ECIA staff, outside contractors, Eldorado residents and other members of the public, including in electronic communications and on social media.

Committee members who violate this policy by acting in an unprofessional, inappropriate or unacceptable manner will be subject to disciplinary action, including, but not limited to censure, removal as committee officer, or removal from the committee by a majority of the Board of Directors.

B. Chair. The Chair of the ESC shall be appointed annually by the Committee. The role of the Chair will be to:

1. Lead the Committee and coordinate its business.
2. Ensure that an appropriate blend of experience, knowledge, skills and perspectives of the ESC members support its mission.
3. Follow the Committee Chair Responsibilities cited in the ECIA Committee Roles and Responsibilities.

### 7.0 Resources Required and Available

The ESC and the Stable Community need the ECIA to provide the following resources and services (as explained in more detail in the Stable Amenity Rules):

1. Maintain all common areas at the Stable Amenity, as provided for in the Stable Amenity Maintenance Schedule and Rules, including ongoing maintenance, emergency and periodic repairs, and capital improvements.
2. Maintain financial records and bill Barn Owners as provided in the Stable Amenity Funding Guidelines. Provide timely financial information to the ESC and consult with the ESC in planning the annual Stable Amenity budget.
3. Maintain records of required information for each Barn Owner, Sharer, and trainer, as required in the Stable Amenity Rules; confirm that prospective Barn purchasers and sharers are ECIA members in good standing and thus eligible to join the Stable Community; and confirm that current documentation has been received for all new horses prior to their entering the Stable Amenity.
4. Designate a Board Liaison and an Alternate Liaison to the ESC, who will attend ESC meetings and will communicate in a timely manner with ESC members about potential Board action which may impact the Stables.
5. Support initiatives to promote the safety of the Stable Community and the equines.
6. Enforce the Stable Amenity Rules.
7. Make available the ECIA Community Center for working and business meetings as well as social events sponsored by the Stable Community. Supply administrative supplies such as paper, copies, and mailings.
8. Communicate in a timely manner with the Stable Community regarding policies or other official Board action on all matters relating to the Stable Amenity.

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
Eldorado Stable Committee Chair

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
ECIA Board President