

Charter for the Eldorado Community Improvement Association, Inc. Conservation Committee

1.0 The Mission Statement

The mission of the Conservation Committee is to advise, assist and recommend to the (ECIA) Board of Directors actions to protect the existing natural resources of the community and enhance these resources whenever possible, to provide recreational opportunities for the community in the use of these natural resources, and to offer a variety of opportunities for resource education. The recommendations of the Committee shall be based on their collective judgment as they balance the needs of the community with available financial resources.

2.0 Working Procedures

- The Conservation Committee shall meet bimonthly on odd-numbered months, as announced. The Chairperson shall set the time and date of the meeting and prepare the agenda for distribution to all members. A meeting notice shall be published in the ECIA Vistas. Vistas are posted on the ECIA website along with the agenda, which will be posted at least 48 hours prior to the meeting. Information such as agendas, minutes, and other notices will be supplied to the Community Relations Coordinator in a timely manner. Special meetings may be conducted as required.
- Typically, decisions are made by consensus. When formal voting is required, each member shall have one vote, except the Chairperson. The Chairperson shall decide tie votes. The Chairperson may designate an alternate for any Chair function. A quorum constitutes of a majority of the Committee members.
- Minutes shall be taken at each meeting and prior meeting minutes shall be approved at the start of each meeting. Draft copies of meeting minutes shall be sent to each member as well as the ECIA Board.
- Communication to specific Lot Owners, when warranted, shall be done by U.S. mail. Communication to the Eldorado Community shall be done through the Vistas or through the ECIA eBlast email announcement service.

3.0 Level and Scope of Activities

The committee shall endeavor to provide orderly, long-term planning, set goals, prepare budget requests, maintain the resources, and provide for appropriate recreational activities in the Preserve and Greenbelts for ECIA members. The committee desires to protect and maintain the Preserve and Greenbelts in as natural and undisturbed state as possible, preserving the native plant and wildlife habitat for the pleasure of the community.

The committee shall strive to do the following:

- Develop and recommend policies and procedures to the ECIA which promote sustainable use of the Preserve and Greenbelt properties by residents, construct and maintain trails to provide access, organize and lead educational events to acquaint residents with the trails, provide maps of the areas, and develop written and oral material for informational and educational purposes.
- Develop and recommend policies to the ECIA which minimize impacts on and encourage good stewardship of the ecological, scenic, and historic features within the Preserve and Greenbelts.
- Recommend to the ECIA rules and regulations for the safe use of the Preserve and Greenbelts by residents.
- Protect the Preserve and Greenbelts while making them available for use by the residents by marking and posting boundary and access points. Work with other agencies to protect legal access and deter vandalism. Where indicated, recommend to the ECIA the fencing of boundaries to mitigate illegal use, including cattle trespass, and to mitigate liability.
- Design and execute work projects that enlist the assistance of volunteers.
- Prepare detailed recommendations, including technical support and specifications, for the implementation of work required to maintain and improve the Preserve and Greenbelts, and present the recommendations to the ECIA Board and General Manager for review and approval. The Committee does not have legal authority to enter into a contract for the ECIA.
- Provide annual budget recommendations to the General Manager and Finance Committee for submittal to the Board as part of the ECIA annual budget.
- An annual Conservation Committee Report shall be submitted for the ECIA annual community information package.
- In fulfilling the above, the Conservation Committee will seek to communicate with the ECIA Board through the Board liaison to report on issues and explain and seek approval for projects and policies. On request, the Committee Chair will report to the Board on the Committee's activities at the ECIA Board meetings.
- The General Manager shall provide the oversight function and resources for maintenance and capital improvements within the Preserve and Greenbelts based on Board priorities and committee requests.

4.0 Products and Reports Requirements

- Meeting minutes shall be submitted to the Board prior to the Board Meeting.

- An annual Conservation Committee Report shall be submitted for the ECIA annual community information package.
- The Conservation Committee Charter shall be submitted annually to the Board for review and approval, if changes are made.
- Recommendations for new committee members and a report of committee members who resign shall be submitted to the Board.
- A Committee budget shall be provided annually to the Board.

5.0 Committee Membership and Responsibility

- Committee members must maintain their "Member in Good Standing" status within the ECIA homeowners' association, as defined in Section 19 of the ECIA Bylaws.
- 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.
- The Committee shall strive to ensure a combination of experience and skills in its membership that supports the mission of the Committee and Board. The Committee welcomes new members who are highly interested in the mission. Prospective members shall attend a minimum of three meetings and may volunteer for such other activities as the Committee may determine. The three-meeting requirement for member consideration can be waived by Committee vote. Upon approval of the Committee, prospective members shall be recommended in writing to the ECIA Board for appointment.
- The Chairperson shall be elected or agreed upon by committee members. There is no definite term of office. The Chairperson, or designee, shall lead the committee in meetings and activities and coordinate all business.
- It is the responsibility of each committee member to attend regularly scheduled meetings, unless excused by the Chairperson. Reasonable prior notice of extenuating circumstances is required for an absence to be excused. Three consecutive unexcused absences indicate a lack of interest in the Committee's activities and shall be grounds for dismissal. Committee members are expected to contribute where possible to committee projects and participate in committee activities.
- The ECIA may designate a Board Liaison and Alternate Liaison to the Committee.

6.0 Resources Required and Available

- Regularly scheduled meetings shall be conducted electronically, at the ECIA Community Center, or as a combination of these (hybrid meeting).
- Administrative support and supplies shall be obtained from the ECIA office.
- Financial needs to operate the Committee shall be budgeted annually, similar to other committees, and controlled by the General Manager. Copies of the Conservation Committee general ledger and income/expense reports are required from the General Manager by the 15th of each month.
- A storage room available for committee-related use is located in the maintenance building at the Community Center.

7.0 Code of Ethics

Committee members are expected to avoid conflicts of interest on issues before the committee. If a conflict exists, the member should disclose it and recuse themselves from any vote concerning the issue. Committee members are expected to conduct themselves in a courteous, professional manner when communicating with others on Committee matters, including in electronic communications and on social media.

If a member disagrees with a committee decision, they may ask that their dissent be included in the minutes. However, members are expected to publicly accept all committee decisions.

Committee members are subject to the rules and procedures stated in the ECIA bylaws, Article XI, Advisory Committees.

Submitted By: _____
Conservation Committee Chair

Date

Approved By: _____
Board President

Date