

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION  
COMMUNITY AND VISITOR ACCESS COMMITTEE**

WHEREAS Article V, Section 1 of the Amended and Restated By-laws of the Lake Manassas Residential Owners Association, Inc. authorizes the Board of Directors to create committees, as necessary;

WHEREAS, committees created by the Board of Directors are authorized to perform such tasks and to serve for such periods as may be designated by a resolution duly adopted by the Board of Directors (“Charter”). Each committee shall operate in accordance with the terms of the Charter establishing the committee or with the rules adopted by the Board of Directors;

WHEREAS, the Board of Directors desires to create a Community and Visitor Access Committee for the purpose of advising the board of Directors on related issues.

NOW, THEREFORE, BE IT RESOLVED THAT the following Community and Visitor Access Committee Charter be adopted:

I. COMMITTEE PURPOSE AND RESPONSIBILITIES

- A. Purpose: The Community Visitor Access Committee (CVAC) will review and make recommendations to the Board regarding issues that affect the entrances and gate system for the Lake Manassas Community, vehicle traffic control.
- B. Responsibilities: The Committee will assist the Board with tasks from time to time, which may include but not be limited to:
  - 1. Monitor and make recommendations regarding the implementation and operation of automated visitor access systems.
  - 2. General gate access operations.
  - 3. Community patrol and watch programs.

II. COMMITTEE MEETINGS, MEMBERSHIP AND REPORTING

A. Meetings:

- 1. Location: All meetings are to be held at the Lake Manassas Residential Owners Association office, or at such alternative location as determined by the Board of Directors, from time to time. The “place” of the meeting may include remote participation procedures in lieu of a physical location, in accordance with procedures adopted by the Board of Directors and/or as permitted by law.

2. Frequency: At least quarterly; more often, if necessary, or as determined by the Board.
3. Date and Time: At the discretion of the Committee.

B. Membership and Reporting:

1. The Committee should develop a working relationship and channel of communication with:
  - a. The President or other Members of the Board of Directors as designated by the President.
  - b. The Community Manager and onsite management staff.
  - c. Appropriate representative(s) of the Property Management Company, as necessary.
  - d. Homeowners and other residents.
  - e. Appropriate representative(s) of Gate Logic and Allied Universal Security or other contractors if determined necessary by the Board of Directors.
2. The Board of Directors shall appoint a Committee chairperson. Other offices may be elected by the Committee membership.
3. The Board of Directors may appoint members to the Committee in its sole discretion. The Committee will be comprised of a minimum of three (3) members and a maximum of five (5) members. Committee members serve at the pleasure of the Board of Directors and may be removed at any time by the Board of Directors, with or without cause. Any person wishing to become a Committee member may indicate his/her desire in writing to the Board of Directors and the Committee Chairperson for consideration.
4. Committee candidates and members must be property owners in good standing, their spouses or resident children over the age of eighteen (18). No member may serve on the Committee if payment by such member of any financial obligation to the Association is delinquent more than sixty (60) days. Good standing will be defined as the absence of any liens, privilege penalty, assessment delinquency or pending legal action with the Lake Manassas Residential Owners Association, Inc.
5. Notice of meetings must be posted prior to each meeting, and minutes must be taken at each meeting. The minutes or a synopsis of significant events shall be presented to the Board at its regularly scheduled meetings.

6. The Committee Chairperson, or his or her designee will attend each regularly schedule business meeting of the Board of Directors, or in lieu thereof, submit a written report to eh Board in advance of the Board meeting. The Chairperson will present Committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board as needed and answer any questions the board may have regarding Committee assignments. Any Committee recommendation which requires formal Board action should be submitted to the managing agent in advance of the Board meeting for inclusion in the meeting agenda.
7. All Committee meetings must be open to the membership. In order for the membership to be reasonably informed of Committee meetings, the Committee chairperson will ensure that all meetings of the Committee are listed in the newsletter and through any other means of posting that the Committee deems appropriate. If it is necessary for the Committee to reschedule or cancel a meeting, the Committee chairperson will notify the management staff at the earliest possible time so that the membership can be reasonably notified. The Committee Chairperson shall be responsible for contacting the members of the committee regarding rescheduled or canceled meetings. The Committee Chairperson must designate a limited time period on each meeting agenda for resident input.
8. A majority of the members of the Committee must be present to convene a meeting or conduct formal voting procedures. A majority vote of members while a quorum is present will constitute a decision of the Committee.
9. All Committee meetings should be conducted in general accordance with Robert's Rules of Order.
10. The Committee will not have the authority to direct vendors or service providers and contact with any contracted service provider must be approved by Community Management Corporation beforehand.
11. Committee members must sign and adhere to the requirements of a Committee Non-Disclosure Agreement.
12. Committee meetings may be attended by the Board of Directors liaison, as necessary. In the event the liaison is not available to attend a meeting, the Committee Chairperson will consult with the liaison regarding any issues or concerns that transpired during the meeting, and will provide a copy for the Board report, required under Section III.B.6, above, in advance of the Board meeting.

III. GUIDELINES FOR REQUESTING EXPENDITURE OF FUNDS

- A. The Committee shall not obligate or commit the Association to the expenditure of funds.
- B. Any request for funds shall be submitted to the Board of Directors two weeks prior to its regularly scheduled meetings.
- C. Any request for the expenditures of funds must be accompanied by:
  - 1. A minimum of three (3) alternatives considered. If less than three alternatives are available, the Committee is to advise the Board. The alternatives should include:
    - a. Advantages and disadvantages associated with each alternative.
    - b. Costs associated with each alternative. Cost proposals to contracted vendors will be coordinate through Community Management.
  - 2. The possible anticipated consequences if the requested expenditure is denied or delayed.
  - 3. The Committee recommendations with the rationale.
- D. Any decision regarding the obligation or commitment of funds shall be made by the Board of Directors. The committee will be apprised of the decision of the Board regarding the request for funds as soon as practicable.

**LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION**

By:   
\_\_\_\_\_  
Gary Border, President

I hereby certify that the foregoing committee charter was duly adopted at a regular meeting of the Board of Directors of the Lake Manassas Owners Association this 17 day of July, 2020.

By:   
\_\_\_\_\_  
Shashi Mehta, Secretary