

FRANKLIN FARM FOUNDATION

Administrative Resolution #2B

Terms of Reference - Open Space Committee, Revised

WHEREAS, Article VI, Section 8(i), of the Bylaws empowers the Board of Trustees to appoint the committees prescribed in Article VIII herein and such other committees as the Board deems necessary or helpful; and

WHEREAS, the Board of Trustees deems it to be necessary, helpful and in the best interest of the Foundation to continue the appointment of the Open Space Committee and to prescribe revised Terms of Reference for the conduct of the affairs of the Open Space Committee.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees hereby adopts the attached Terms of Reference for the Open Space Committee.

Sept 19, 2007  
Date

Paul Dykeman  
Paul Dykeman, President

Attest:

Jerome H. Schmitt  
Jerome H. Schmitt, Executive Director

I hereby certify that a vote was duly taken and the above Resolution was adopted by a vote of two-thirds (2/3) of the Trustees of the Board of Trustees at the meeting of the Board of Trustees on the 19<sup>th</sup> day of September 2007.

SEAL

Sherry L. Grimm  
Sherry L. Grimm, Secretary  
Book of Minutes No. 37  
Meeting No. 325

## FRANKLIN FARM FOUNDATION

### Terms of Reference – Open Space Committee

#### I. RESPONSIBILITY

- A. The responsibilities of the Foundation Committee for Open Space are to advise and assist the Board of Trustees in developing and administering an ongoing program to reserve and enhance the common areas and facilities of the Franklin Farm Foundation, particularly in regard to the maintenance and use of these Common Areas and facilities, and to advise and assist the Board in developing and conducting a program to protect the property of the Foundation and enhance the enjoyment its members and guests as they make use of the Common Areas and facilities. The Common Areas are defined in the Franklin Farm governing documents. The facilities are defined as improvements within the Common Areas and include all ponds, grass areas, improvements, structures and facilities within those grounds to include: paths, bridges, tot lots, multi-purpose courts, windmills, signs, fences, entrance walls and volleyball courts.
- B. In fulfilling its responsibilities, the Committee for Open Space performs functions which include, but are not necessarily limited to, the following:
1. Advise on the development and management of a land and facilities maintenance and enhancement program to meet the requirements and desires of the community, including guidelines and procedures to be followed by residents with service requests.
  2. Prepare budget recommendations for the maintenance and enhancement of the open space and facilities.
  3. Review and comment on the budget recommendations of other committees as they relate to the open space and facilities.
  4. Inspect the grounds and facilities, multipurpose courts and tot lots yearly, make recommendations for maintenance where necessary and review and update the maintenance program.
  5. Review and comment on actions which may tend to increase maintenance obligations or have an adverse impact upon the environment.
  6. Encourage and/or establish programs for volunteer activities which would provide enjoyment and education to residents and improve the quality of the environment.

7. Encourage development of cooperative planting programs on common land.
8. Advise on the development <sup>1</sup> management of plans to utilize the Common Area facilities.

## II. ORGANIZATION

- A. The membership of this Committee shall include the following membership categories:
  1. Regular Members. The Committee will be comprised of no more than 15 members, community-wide and appointed by the Board of Trustees. Each member will have one vote on all matters under consideration and acted upon by the Committee. Except for the Chairperson, there are no term limits for regular member. However, if a regular member is absent for 3 consecutive meetings without informing the committee chair prior to the absence, then that member will be removed from the committee. When a vacancy occurs on the committee, the committee will recommend a replacement to the Board of Trustee for appointment.
  2. Ex-Officio Members. A representative of any other Foundation level committee or subcommittee is entitled to ex-officio membership status with all responsibilities associated with that of Neighborhood representatives less voting rights. As such, they may introduce agenda items with the concurrence of the Committee Chairperson and fully participate in all discussions pertinent to their parent committee or sub-committee.
- B. Sub-Committees. Sub-Committees may be established from time to time by the Open Space Committee to address specific issues such as ponds, mowing policy, tree replacement, etc. Sub-committee membership may include any residents interested in the specific function. Subcommittee Chairpersons are selected by the Sub-Committee members subject to the concurrence of the Committee. Sub-Committees will receive general direction and terms of reference from the Committee. Periodic reports are submitted when-requested by the Committee or when considered appropriate by the Sub-Committee.
- C. Committee Chairperson. The Chairperson of the Open Space Committee will be selected annually at the Committee's first meeting following the Annual Meeting of Members. The Chairperson will be elected by majority vote of the voting membership of the Committee and recommended to the Board of Trustees for appointment. Vacancies in the position of Chairperson shall be filled in the same way. The Chairperson shall serve until a successor is appointed by the Board of Trustees. The Chairperson is responsible for coordinating and supervising the Committee activities and meetings to assure

that Committee responsibilities are met and for submitting periodic reports of Committee activities to the Board of Trustees. Vice-Chairperson(s) will be appointed by and from the voting membership of the Committee to assist the Chairperson and to act in place of the Chairperson when necessary.

### III. OPERATIONS

- A. Meetings. Regular meetings of the Open Space Committee shall normally be held monthly, but not less frequently than once a quarter. When necessary to carry out assignments and responsibilities, Committee meetings may be called by the Chairperson or upon the request of any two voting members or representatives. Sub-Committee meetings are to be held as necessary to complete assigned responsibilities. All Committee and Sub-Committee meetings are to be open to any resident of Franklin Farm. Normal meetings of the Committee will be at a regular time, place, day of the week and week of the month as agreed to by the voting members. A minimum of three (3) voting members of the Committee shall constitute a quorum for the transaction of business.
- B. Direct Resident Input. To foster maximum opportunity for resident input and participation throughout all levels of the Foundation, a time for direct resident input will be included on the agenda of each regular meeting of the Committee. The order and duration of resident input will be determined by the Chairperson and announced at the beginning of each meeting. If sufficient time is not available to hear and discuss all the desired inputs, a special meeting will be scheduled within ten (10) days to complete the discussion. The Chairperson may limit discussion to appropriate time periods to enable maximum participation. Residents who desire to make inputs should submit an agenda item in advance to enable the meeting to be properly organized. Nevertheless, unscheduled resident input will be accommodated whenever reasonably possible. All written proposals or petitions must be submitted ten (10) days prior to a meeting to be considered at that meeting. Resident input to Sub-Committee meetings should be appropriate to the business at hand as determined by the Sub-Committee Chairperson.
- C. Communications. The Committee shall submit a brief written summary of its past month's activities to the Board of Trustees in sufficient time to permit dissemination to each Trustee at least ten (10) days in advance of the monthly Trustees' meeting. Any proposed action recommended by the Committee should have benefit of Committee representation at the Trustees meeting where the proposal will be considered. Further, the Committee should submit a succinct tabulation of actions taken, actions under consideration, and a tentative agenda page for subsequent meetings to the *Almanac* editor.