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Birch Bay Village Community Club

Community Plan Task Force Charter

Adopted: June 18, 2026

1. Purpose

The Community Plan Task Force (“CPTF”) is established by the Board of Directors of Birch Bay Village Community Club to support the development, review, communication, and implementation planning of the Birch Bay Village Community Plan currently being prepared in coordination with Kimley-Horn.

The CPTF is intended to serve as a community-focused advisory body that assists the Board in evaluating long-term priorities, gathering community input, reviewing planning concepts and recommendations, and helping ensure that the Community Plan reflects the needs, values, and vision of the Birch Bay Village community.

2. Authority

The CPTF operates solely in an advisory capacity to the Board of Directors. The CPTF shall have no authority to:

- Bind the Association or Board to any action or policy;
- Expend Association funds without prior Board authorization;
- Direct staff or contractors;
- Modify governing documents; or
- Make public statements on behalf of the Board unless specifically authorized.

All recommendations, findings, and proposed actions shall be submitted to the Board for review, discussion, and possible action.

3. Objectives

The objectives of the CPTF include, but are not limited to:

- Assisting in the review and evaluation of draft Community Plan materials and recommendations;

- Helping identify community priorities, concerns, and long-term goals;
 - Facilitating constructive communication and community engagement regarding the planning process;
 - Reviewing potential impacts of proposed plan recommendations on community operations, amenities, infrastructure, finances, governance, and quality of life;
 - Assisting the Board in evaluating implementation strategies, timelines, and priorities;
 - Identifying opportunities to preserve and enhance community assets and property values;
 - Providing feedback regarding community expectations for amenities, services, infrastructure, environmental stewardship, and future development;
 - Supporting transparency and public understanding of the planning process;
 - Providing periodic updates and recommendations to the Board throughout the planning process; and
 - Delivering a final summary report and recommendations to the Board upon completion of the planning effort.
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4. Membership

- The CPTF shall consist of [5–9] members appointed by the Board of Directors.
 - Membership may include:
 - Board members;
 - Community residents;
 - Volunteers with relevant professional expertise; and
 - Individuals representing diverse perspectives within the community.
 - The Board shall appoint a Chair or authorize the CPTF to elect a Chair at its first meeting.
 - Association staff, management, consultants, or subject matter experts may participate as advisors or liaisons but shall not vote.
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5. Meetings

- The CPTF shall meet as necessary to fulfill its responsibilities.

- Meetings may be conducted in person or virtually.
 - Reasonable notice of meetings shall be provided.
 - Meeting summaries or minutes shall be maintained and provided to the Board.
 - The CPTF is encouraged to conduct its work in an open and collaborative manner consistent with the Association's goals for transparency and community engagement.
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6. Term

The CPTF shall remain active until:

- Completion and presentation of its final report and recommendations to the Board; or
- Dissolution by action of the Board of Directors.

The Board may extend the CPTF as necessary to assist with implementation planning or future phases of the Community Plan.

7. Reporting

- The CPTF shall provide regular progress reports to the Board.
 - Interim findings and recommendations may be presented throughout the planning process.
 - The final report shall summarize:
 - Community feedback received;
 - Key planning considerations;
 - Areas of consensus or concern;
 - Recommendations regarding implementation priorities; and
 - Any additional recommendations the CPTF believes would benefit the Community.
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8. Conduct

CPTF members are expected to:

- Act in the best interests of the Birch Bay Village community as a whole;

- Conduct discussions with professionalism, respect, and civility;
- Encourage constructive and inclusive community participation;
- Maintain transparency in deliberations whenever practical;
- Disclose any actual or potential conflicts of interest to the Board; and
- Respect the advisory role of the CPTF and the decision-making authority of the Board of Directors.

9. Guiding Principles

In carrying out its work, the CPTF should consider the following guiding principles:

- Align all recommendations with the organizations mission and vision statements
- Preservation and enhancement of community character;
- Long-term financial sustainability;
- Responsible stewardship of community assets and infrastructure;
- Protection of property values;
- Transparency and community involvement;
- Environmental responsibility; and
- Balanced consideration of current and future community needs.