



**Birch Bay Village Community Club
Board Resolution Establishing the Community Plan Task Force**

Resolution No. [____]

Adopted: [Insert Date]

A Resolution of the Board of Directors of Birch Bay Village Community Club Establishing the Community Plan Task Force

WHEREAS, the Board of Directors of Birch Bay Village Community Club recognizes the importance of long-term planning to preserve and enhance the community's character, amenities, infrastructure, financial sustainability, and property values; and

WHEREAS, the Association is currently engaged in the preparation of a Community Plan in coordination with Kimley-Horn to evaluate future community priorities, opportunities, and challenges; and

WHEREAS, the Board desires to establish a volunteer advisory task force to assist with community engagement, review planning concepts and recommendations, provide feedback to the Board, and support transparency throughout the planning process;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby establishes the **Community Plan Task Force ("CPTF")** under the following terms and conditions:

1. Purpose

The CPTF is established to support the development, review, communication, and implementation planning of the Birch Bay Village Community Plan. The CPTF shall serve in an advisory capacity to assist 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. Advisory Authority

The CPTF shall operate solely in an advisory capacity to the Board of Directors and 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 and proposed actions of the CPTF shall be submitted to the Board for review and possible action.

3. Objectives

The CPTF shall assist the Board by:

- Reviewing and evaluating draft Community Plan materials and recommendations;
- Identifying community priorities, concerns, and long-term goals;
- Facilitating constructive community communication and engagement;
- Reviewing potential impacts of proposed recommendations on operations, amenities, infrastructure, finances, governance, and quality of life;
- Assisting with evaluation of implementation strategies, timelines, and priorities;
- Identifying opportunities to preserve and enhance community assets and property values;
- Providing feedback regarding 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; and
- Delivering a final summary report and recommendations upon completion of the planning effort.

4. Membership

The CPTF shall consist of between five (5) and nine (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, and subject matter experts may participate as advisors or liaisons but shall not vote.

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, and meeting summaries or minutes shall be maintained and provided to the Board.

The CPTF is encouraged to conduct its work in an open, collaborative, and transparent manner consistent with the Association's goals for community engagement.

6. Term

The CPTF shall remain active until completion and presentation of its final report and recommendations to the Board, unless dissolved earlier 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.

8. Conduct and Expectations

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 participation;
- Maintain transparency whenever practical;
- Disclose actual or potential conflicts of interest; and
- Respect the advisory role of the CPTF and the decision-making authority of the Board.

9. Guiding Principles

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

- Alignment with the Association's 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.

10. Effective Date

This Resolution shall take effect immediately upon adoption by the Board of Directors.

CERTIFICATION

The undersigned certify that the foregoing resolution was duly adopted by the Board of Directors of Birch Bay Village Community Club on _____, 2026.

President

Secretary