**The Marshall Townhouses Association, Inc.**

**The Parking and Towing Committee Charter**

Mission Statement**: The Parking and Towing Committee serves on behalf of the property owners of Marshall Townhouses to assist the Community Manager and the Board of Directors of our Association by documenting, maintaining and assisting with ways to continuously enforce and regulate the Marshall Townhouse’s Parking Policy.**

Membership: **The Committee shall consist of up to six persons, one Chairperson and five members. Membership on the Committee shall be limited to owners who are in good standing with the Association and their assessments. Committee members are appointed by the Board of Directors for a one year term. Committee members may be replaced at the discretion of the Board of Directors. Chairmanship may be appointed by the Board of Directors or elected by majority vote within the Committee and approved by the Board of Directors.**

**Committee's Purpose:** The Committee shall act to provide organized volunteer efforts with the Community's overall parking violations and towing enforcement. The committee has the responsibility to record violations, advise the Towing company, and support the Community in ensuring members are following the parking policy and being notified and/or towed after given violation notices - all to enhance the function and fairness of the community’s enjoyment. This will be accomplished by but not limited to the following actions:

* **The committee shall hold at a minimum of one quarterly meeting to address and report any violation, documentation, and photographs. A quarterly summary of these meetings will be provided to the Community Manager to include any monthly reports.**
* **Maintaining records of current vehicle registrations for homeowners and tenants. Submit records monthly to Community Manager.**
* **Committing to a weekly schedule of vehicle inspections/violation notices.**
* **Maintaining all records with every violation, including photos, dates, times, number of violations, etc.**
* **Maintaining the Parking decal numbers/colors with the registered vehicles and updating records should there be any changes.**
* **Committee may review the annual budget and at the request of the Board may provide recommendations or suggestions to the annual budgetary reserves.**

**Removal and Dissolution:** The Board of Directors may remove any committee member, including the Chairperson, at any time, without cause. Such removal may be immediate, at the Board's sole discretion. The Board of Directors may disband this committee at any time, with or without cause. The committee may make recommendations to the Board of Directors regarding removal of committee members. A committee member may be removed, upon written notice from the committee Chairperson to the Board of Directors for failure to attend three consecutive meetings without notice or explanation.