

Enclosure 1 – Standing Committee Charters

g. Lake Management Committee (LMC) Charter

1. **Background.** The Board of Directors in fiscal year 1996/97 determined that the Common Area Management Committee (CAMC) responsible for maintenance, care, and improvements of the common areas and lake should be divided into two independent committees. This resulted in the formation of the Lake Management Committee (LMC) and the Landscape and Facilities Management Committee (LFMC), established by the Board of Directors in Fiscal Year 1996/97. The purpose of the committees is to oversee and manage the water quality, lake ecology, lake dredging, dam maintenance, and common areas that abut Lake Montclair.
2. **Objectives.** As Members of this standing committee, Montclair volunteers serve the community and its Board of Directors (BOD) to assure that the quality of the lake and its environment is maintained. The LMC will oversee and manage water quality, lake ecology, fishery, lake dredging, dam maintenance, and common areas abutting Lake Montclair. In pursuit of this mission, the Lake Management Committee establishes plans for specific projects and takes action to effect improvements that will not only maintain the current level of quality but will also increase it. Actions by the LMC will occur following recommendations to the BOD, approval by the BOD, and the provision of funding. The LMC will provide recommendations to the Board of Directors on wildlife habitat, treatment, and controls within the community as it relates to the lake. As appropriate, the LMC will work with other committees on issues affecting recreation area, wildlife areas, and the environment in and around the lake.
3. **Membership.** Although there are no specific qualifications required to serve on the LMC, a genuine interest in the quality of the lake's environment and its value to the community is highly desired.

Member Activities. Members should be willing to contribute to the plans and actions that are needed in activities such as:

- Participate, contribute to, and review the plans and actions needed to maintain Lake Montclair and the dam that creates it.
- Preparing, reviewing, and recommending to the BOD methods and practices for ensuring the best possible water quality in Lake Montclair.
- The LMC chair and/or select LMC members will participate in all dam inspections to include accompanying Management Staff, consulting Professional Engineer, County or State officials during the dam inspections.
- Participate in the planning and executing of any follow-on plans of action resulting from inspections.
- Review and participate in maintaining the Emergency Action Plan. The LMC chair and/or select LMC members will participate in annual drill of the Emergency Action Plan procedures.
- Review and assist in maintaining and updating dam and lake Operations and Maintenance plans.
- Review water quality reports, inspections reports, and piezometer readings and records thereof.
- Assist in maintaining records associated with the dam to preserve inspection reports, readings, maintenance project updates and other significant events.

- Participate in an annual inspection of all areas of the lake, dam, beaches and associated common areas. The inspection will be in lieu of monthly LMC meeting. Normally conducted in June of every year.
- Identify requirements for various dam and lake projects, assist in development of Request for Proposals and make recommendations to the Board of Directors.
- Participating in proposal evaluation and make recommendations to the Board of Directors.
- Developing long-range lake dredging plans.
- Developing and executing plans for lake vegetation controls, fish stocking, and fish habitat with Board of Directors approval.
- Review and make recommendations on Property Improvement Requests in the Resource Protection Area (RPA).

Size of Committee. The body of the committee should consist of a realistic number of individuals so that it will effectively function as a committee through a voting process. Seven to twelve members are considered a manageable size for efficient committee work. A LMC of this size is desired for the following reasons:

- a. Staff the LMC with a spectrum of experience/expertise.
- b. Assignments to LMC activities and projects.
- c. Open discussions for agreement or disagreement on plans, action, and recommendations to the BOD.
- d. Obtaining a meaningful, democratic vote.

Chairperson Responsibilities. In addition to the Chairperson responsibilities listed in the Community Guidelines, Article 3, Section 3.7.1, the Chairperson will:

- a. Not hold a meeting without a quorum, which is defined as a majority of the LMC membership.
- b. Prepare an agenda for each meeting. Agenda input will be requested from each committee member.
- c. Lead the committee discussions and facilitate the addressing of all agenda items. Assure consideration of concerns and issues by all members so that the recommendations for action will reflect the viewpoints by the membership.
- d. Keep the LMC membership informed on the results of liaison meetings with the BOD and Association Management as quickly as possible.

Member Responsibilities. Members will keep the Chairperson informed on their availability for meetings in a timely manner. They will also:

- a. Provide agenda input to the Chairperson.
- b. Attend scheduled meetings for the purpose of discussions, planning and voluntary action assignments.
- c. Participate in the voting process. Each member of the LMC may submit a minority vote result to the BOD, if such input is considered to be of personal concern.
- d. Accept assignments to execute action plans and provide post-action information and status to the LMC membership.
- e. Routinely observe the lake and its watershed to note trends affecting the quality. Present observations for LMC consideration and make recommendations.
- f. Any member who has missed two-consecutive meetings will be considered inactive and not considered in determining the quorum. Any member of the LMC who misses three-consecutive meetings or half of the annual meetings is no longer a member of the committee. If two members of the same residence are members of the LMC, only one vote will be accepted.

4. Administration.

- a. Article 3 of the Community Guidelines of Montclair (Committees) will be used as the basic document for administration of the Committee activities.
- b. The General Manager and Operations Manager are ex-officio members of the Committee.

Lake Management Committee Charter

May 22, 1996 #96-164

Amended:

06/12/02 #02-144

11/12/03 #03-200

12/09/09 #09-256

06/09/21 #21-116