

Charter for the Eldorado Community Improvement Association, Inc. Stable Committee

1.0 Mission Statement

The Stable Committee is to advise, assist, and recommend to the ECIA Board of Directors (Board) on matters related to the ECIA stable amenity. The Stable committee represents the entire Stable Community (Barn Owners and Sharers) and brings to the Board any concerns, requests, or needs of the community. The Committee shall do so based on the members' collective judgment, balancing the needs of individual horse owners with the importance to the community at large.

(Sharer: Property owner in Eldorado and an ECIA member in good standing, or rents in Eldorado from an ECIA member in good standing, with the home owner giving written permission to the sharer to use the stable amenity.)

2.0 Background Statement

The purpose of this charter is to provide the foundation for establishing clear expectations and standards for the management of the ECIA stable amenity. This charter supplements the Eldorado Stable Rules and Regulations.

3.0 Working Procedures

The ECIA stable amenity consists of a small number of people - 36 barn owners and some barn sharers. Due to this small number, it is recognized that the pool of people to volunteer for committee activities is small. Additionally this small community has an active e-mail network for dissemination of information.

- The Stable Committee shall consist of committee chair and secretary, with an additional one to five members. The Stable Committee may function with just three members. A quorum is half of the voting members. Renters may be committee members but may not vote.
- Stable Committee members are nominated and elected by the stable committee, and are approved by the ECIA Board. Term limits are normally three years for members. The Stable Committee may re-nominate committee members if no one steps forward. The Committee shall vote for a chairperson and secretary annually.
- Unless specified, the committee operates under Robert's Rules of Order.
- The committee will announce in advance and meet quarterly with additional meetings as deemed necessary.
- Stable Committee Working Procedures
 1. The business meeting times and place shall be published via stable email and provided to the ECIA to be published in the Vistas and on the ECIA website.

2. The business meeting agenda shall be distributed via stable email to the Stable Community and the ECIA office.
3. Stable Community members may add to the agenda and must be present at the meeting to discuss their agenda item.
4. All Stable Committee meeting minutes shall follow the guidelines as set out in Robert's Rules of Order. Draft meeting minutes shall be provided via email to the Stable Community and ECIA office approximately two weeks after the meeting.
5. Minutes from the previous meeting may be reviewed, revised and approved via email amongst the Stable Committee. The electronically approved minutes will be incorporated in the following business meeting as a point of record. All approved minutes will be sent to the ECIA office.
6. Working meetings may be held as needed. Notice of working meetings shall be given to the Stable Community.
7. Decisions are made by consensus. When formal voting is required, majority vote shall prevail. Each Stable Committee member shall have one vote. The Chairperson may only vote to decide a tie.
8. See Stable Rules, Overview for procedures on how to change Stable Rules.

4.0 Level and Scope of Activities

The Committee shall:

- Receive concerns from Barn Owners or Sharers related to or arising from the stable amenity.
- Submit budget recommendations and requests that support the mission and vision of the Eldorado Stable Community, and complement the Eldorado Community at large.
- Provide annual budget recommendations and requests for capital improvements and operating expenses to the General Manager, Board Liaison and Finance Committee.
- Sponsor an annual Community Outreach Event at the stable amenity.
- Support the 4th of July parade.
- Abide by the requirements for ECIA committees.

5.0 Products and Reports Requirements

The Stable Committee shall:

- Provide final minutes of meetings to the ECIA office for posting on the ECIA website. It is the responsibility of the ECIA office to post the document.
- Provide an annual Stable Committee Report to the General Manager of the ECIA.
- Submit an updated stable charter bi-annually to the ECIA board for review and approval.

6.0 Committee Membership and Responsibility

- An excused absence may be granted by committee members when requested in advance or in emergency situations.
- Meetings may be held with fewer committee members than are required for a quorum but no voting may occur without a quorum.
- The Stable Committee chairperson shall:
 1. Lead the committee and coordinate its business.
 2. Ensure that an appropriate blend of experience, knowledge, skills and perspectives of the Stable Committee support its mission.
 3. Follow the Committee Chair Responsibilities cited in the ECIA Committee Roles and Responsibilities.
- Stable Committee Members shall:
 1. Attend at least 2 business meetings prior to being proposed as a member.
 2. Be Eldorado property owners in good standing, or renters of Eldorado property who is a member in good standing.
 3. Attend regularly scheduled working and business meetings.
 4. Abide by this charter and the stable amenity rules and regulations.
 5. Have demonstrated concern and care for equine well-being and the Stable Community.
 6. Commit to support the committee mission.
 7. By consensus of the Committee, bring value to the Committee and the community.
 8. Follow the Committee Member Responsibilities cited in the ECIA committee roles and Responsibilities.

7.0 Recognition of ECIA Resources and Responsibilities

The Stable Committee, when appropriate and in response to community need, provides an interface between the ECIA and the Stable Community. The Stable Committee recognizes the following ECIA Resources and Responsibilities.

The ECIA shall:

1. Be responsible for maintenance of all common areas at the Stables, including but not limited to:
 - a. Support removal of manure piles as appropriate, compost manure in an approved area of the common grounds and remove compost at appropriate times.
 - b. Keep weeds at less than six inches high, including walkway areas between corrals, removal all dead foliage, including trees, that increases the fire hazard.
 - c. Provide for weekly harrowing of the upper arena, lower arena, round pens as needed, and other necessary maintenance of common areas, including fencing, gates, and lighting.
 - d. Obtain bids for, and provide for maintenance of all capital improvements.

- e. Maintain stable area roads, including snow removal.
 - f. Bill horse owners for manure removal, fly predators, and water.
 - g. Maintain information for each barn owner and sharer, including insurance, horse information, and contact information.
 - h. Maintain proof of insurance submitted for trainers.
2. Designate a Board Liaison and an Alternate Liaison to the Stable Committee, who will attend all Stable Committee meetings.
 3. Provide security for the barn owners.
 4. Enforce the Stable Rules and Regulations.
 5. Make available the ECIA Community Center for working and business meetings as well as social events sponsored by the Stable Community.
 6. Supply administrative supplies such as paper, copies, and mailings.
 7. Consult on and provide approved budgeted capital improvements and operation expenses.
 8. Communicate in a timely manner with the Stable Community members and Stable Committee on all matters relating to the Stable amenity.

Stable Committee Chair

Date: _____

ECIA Board President

Date: _____

Approved by ECIA Board

Date: _____