



The Ormond Heritage

CONDOMINIUM MANAGEMENT ASSOCIATION, INC.

One John Anderson Drive, Ormond Beach, Florida 32176

(386) 672-6778 Fax (386) 672-5187 E-Mail ormondheritage@gmail.com

Web Site <http://ormondheritage.org/>

Notice of Interior Decorating and Ball Room Committee Meeting

Date of Meeting: Monday, February 18, 2019

Time of Meeting: 2:00 PM

Location of Meeting: 2nd Floor Meeting Room

Agenda

1. Call to Order
2. Proof of Notice
3. Approval of Minutes
 - a. January 3, 2019
4. Short Term
5. Long Term
6. Other Business
 - a. Committee Charter
7. Adjournment



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Minutes of January 3, 2019 Decorating/Ball Room Committee Meeting

1. Call to Order

The meeting was called to order by Richard Ryan at 2:30 PM. Committee members present include Jessie Schminke, Carol Herlihy, Lois Berardi, and Richard Ryan. Karen Homlay, decorator, was also present.

2. Proof of Notice

Tyler Brown, association manager, stated that notice of the meeting had been given in accordance with board direction.

3. Approval of Minutes

a. October 9, 2018

A motion was made by Jessie Schminke, seconded by Carol Herlihy, and approved unanimously to accept the October 9, 2018 committee minutes as written.

4. Short Term

a. Lobby Chandeliers

An extensive discussion was held concerning the lobby chandeliers and possible replacements. Several decorator recommendations were presented for consideration. After discussion a 10 light Capital fixture, item number 4250SY-000, was unanimously recommended by the committee for purchase.

5. Long-Term

Several long-term items were discussed including flooring in the ballroom and attached rooms, possible removal of the shelving in the 2nd floor meeting room, and the completion of the cardroom.

6. Other Business

The next meeting of the decorating committee is intended for February 2019.

7. Adjournment

With no further business to come before the committee the meeting was adjourned at 3:18 PM.

Respectfully,

Tyler Brown CFCAM, CMCA, AMS, PCAM
Manager, The Ormond Heritage



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Decorating/Ballroom Committee Charter

Updated February 18, 2019

Mission

At the discretion of The Ormond Heritage Condominium Management Association, Inc. (OHCMA) Board President, the Committee's mission is to assist the Board in the review and evaluation of issues related to:

- 1) Existing décor in common areas;
- 2) Development of an over-all design goal for ongoing repairs and replacements of décor items;
- 3) Selection of replacement items including but not limited to furniture, wall and floor coverings, art pieces, lighting, interior décor accessories, etc.;
- 4) Coordination of Holiday décor to promote and foster goodwill among owners;
- 5) Monitoring/inventory of Ballroom accessories such as table cloths, centerpieces, etc. while making recommendations for replacement of same when needed;

The Committee will provide written recommendations with supporting rationale upon which the OHCMA Board of Directors can base informed decisions.

Deliverables

The committee shall prepare and submit reports and recommendations on specific issues as requested by the Board of Directors.

The Committee shall prepare an Annual Report to be appended to the minutes of the Annual Owners Meeting.

Resources

The OHCMA office staff will provide appropriate (routine) operational and administrative support to the extent that such support can be provided without adversely impacting the capability of the staff to fulfill other responsibilities. The committee may submit requests to the Board of Directors for such additional resources as may be required.

Authority/Limitations/Governance Boundaries

- 1) The Committee serves in an advisory role to the OHCMA Board.
- 2) The Committee shall have the authority and the duty to carry out the purpose for which the Committee was established.
 - a) The committee may seek information and support from various external agencies but will need board approval prior to committing or spending funds.
- 3) The Committee is prohibited from undertaking any action or activity that legally or financially binds the OHCMA.
- 4) The Committee may appoint an individual to act as spokesperson.

- 5) Committee recommendations are carried by majority vote of the Committee members present at a duly called meeting.

Committee Composition and Size Nomination/Selection

- 1) The Committee shall consist of volunteers made of OHCMA members with a desired membership of at least three (3) and not more than nine (9) members
- 2) Members shall be OHC owners (or spouses) who are willing to volunteer their time and services.
- 3) An OHCMA Board Member, appointed by the board, will serve as Chair of the committee.
- 4) A quorum of the committee shall consist of the presence of three (3) members at a duly called meeting.

Duration

The committee shall serve as a permanent standing OHCMA Committee until dissolved by the OHCMA Board President.

Operating Guidelines

- 1) The Committee shall meet at the OHC facility as necessary. The dates and times will be determined to ensure presence of a quorum.
- 2) The OHCMA Board appointed Chair shall attend Committee meetings
- 3) Meeting notices and agendas shall be posted at least 48 hours in advance as required by the OHCMA governing documents.
- 4) Committee meetings shall be open to all owners.
- 5) Items for Committee consideration shall be put in writing and submitted to the Committee.
- 6) All Committee members shall have access to the same information.
- 7) Minutes of each meeting shall be prepared by the committee and provided to all committee members prior to their next meeting for review. Minutes shall be reviewed, amended as/if needed, and approved at the next committee meeting.

Approved and adopted by the OHCMA Board of Directors on this _____ day of

_____, 20____.

Signature

Title

Date



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(OHCMA)

Interior Decorating Committee

CHARTER

Committee Mission

The committee's mission is to review and evaluate the existing decor in Common areas, and to provide written recommendations with supporting rationale upon which the OHCMA Board of Directors can base informed decisions. The committee is to develop over-all design goals for each area they evaluate that can be used as a long term plan

Board Alignment

To support the OHCMA Board of Directors in its planning and decision-making process through connection with owners

Committee Purpose

To investigate possible changes in the décor of the Common areas beginning with the Front Lobby and Ballroom

Responsibilities

Provide workshop situations for proposed changes to be presented before the Board

Accountability

Accountable to the OHCMA Board of Directors

Authority/Limitations/Governance Boundaries

- The Committee serves in an advisory role to the OHCMA Board.
- The Committee shall have the authority and the duty to carry out the purpose for which the Committee was established.
- The Committee is prohibited from any action or activity that legally and financially binds the OHCMA.
- The Committee shall have the authority to speak as an individual on behalf of the Committee.
- Once recommendations are submitted to the OHCMA Board, the Committee speaks with one voice.

- Committee recommendations are carried by majority vote of the Committee members.

Method of Committee Member Nomination/Selection

- Members shall be OHC owners/residents who are willing to volunteer their time and services.

Duration

Until dissolution by the OHCMA Board of Directors

Operating Guidelines

- The Committee shall meet at the OHC facility as necessary. The dates and times will be determined to ensure presence of a quorum.
- Meeting notices and agendas shall be posted as stated in the Documents.
- The Committee Chair shall preside over the meetings.