

**MISSION TRACE POND AND WATER FOWL FUND AND
COMMITTEE PROCEDURES AND GUIDELINES**

AUGUST 8, 2023

The Mission Trace Pond and Water Fowl Fund (**the Fund**) and the Pond and Waterfowl Committee (**PWC**) was established by the Mission Trace Board on January 17, 2023 as a result of a donation from a Mission Trace homeowner for the purposes specified by the donor to wit:

I. THE FUND

- * The PWC shall be the governing authority for the Mission Trace Pond and Water Fowl Fund.
- * The PWC shall be independent of the Mission Trace Board save for the approval of specified projects that exceed \$5000.00.
- * Funds contributed by other donors to the Fund may be used for improvements to include major repair or replacement needed for the pond that are not defined in 1 – 5 below, by the amendment of this document by PWC committee and the approval of the Mission Trace Board.

The Fund is established for the purpose of pond and waterfowl improvement and restorative activities as follows:

1. Development of viable plantings in wetland areas and placement of decorative boulders in areas that are very shallow or dry in times of drought.
2. Waterfowl and wildlife habitat maintenance and food.
3. The cost of the repair or replacement of the fountain and aerators after the Mission Trace budget for same, currently under Engineering, is depleted.
4. The addition of water to the pond in severe drought situations but only after the Mission Trace Pond Water budget, transferred to Engineering on January 17, 2023 by Board vote, has been expended. Any water added shall be to a level where minimum evaporation and leakage is documented to occur.
5. The costs incurred in the research of the causes of Pond water loss and the cost of the removal of plants and trees considered detrimental to the pond as may be recommended by an expert in pond management.

II. THE MISSION

The PWC's mission (The Mission) is as follows:

1. Explore ways and methods to improve or restore pond environment, habitat, and water quality.
2. Evaluate proposals, options and cost estimates and project time lines.
3. Develop a Master plan.

III. THE COMMITTEE (PWC)

The PWC is established for a period of three years and may be extended for additional three-year period(s) so long as funds remain to sustain it. The initial members shall serve for no more than two three year periods.

The PWC shall constitute a committee of three members together with a voting chairperson. A new chair person, committee members or voluntary non-voting consultants may be added or elected to the PWC by a majority vote of the committee if a vacancy occurs or as needed from time to time.

The members of the PWC are comprised of members of the MTHOA who are not board members, their spouses, or members of their households.

IV. GUIDELINES & POLICIES

Specific engineering tasks unrelated to the Fund 1 - 5 above such as dredging, silt removal, liner replacement, electrical , erosion or other major repair and replacement shall be the responsibility of the Mission Trace Home Owners Association (MTHOA) Board and not the Fund. No funds shall be expended for such major repair, replacement, and maintenance.

The PWC shall govern independently from the MTHOA Board of Directors and shall report as needed to the Board's Engineering Chair and shall present reports of PWC activity at monthly Board meetings.

PWC committee meetings and/or Pond inspections shall be called by the Chairperson or suggested by members. Scheduled meetings or inspections may be called any time so long as a 24-hour notice period is given and such notification shall also be given to the Engineering Chair and President of the MTHOA.

No PWC member shall receive compensation for services rendered, however, any member may be reimbursed for actual expenses incurred in the performance of PWC services.

All PWC members shall follow the Mission Trace By-Laws and governing documents and shall be indemnified in accordance with the By-Laws General Provisions Sections 2 and 4.

PWC expenditures, with respect to the Fund 1 - 5 and the Mission 1 -3 above that exceed \$5,000.00 per item shall be referred to the MTHOA Engineering Chairperson for approval by the MTHOA Board of Directors

The donation for the Fund was initially provided by an anonymous Mission Trace homeowner and will in the future be supported by donations from homeowners in the community. These funds are to be separate from MTHOA funds and shall never be co-mingled with MTHOA funds and furthermore, shall be held in a special money market or similar bank account until withdrawn for appropriate PWC purposes.

Funds to be expended for the Mission's purposes shall be voted on by the PWC committee and the Chairperson shall then have the authority to expend such funds up to per item amounts not to exceed \$5,000.00 and shall report same to the MTHOA Treasurer. PWC recommendations for expenditure greater than \$5,000.00 shall be required to be approved by the MTHOA Board of Directors.

Notwithstanding, the foregoing the PWC shall obtain approval by vote from the Board before commencing any project concerning the Pond.

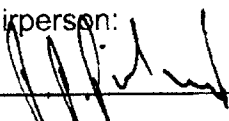
PWC bookkeeping/accounting shall be maintained in as current a condition as possible by the MTHOA Treasurer and shall be reported to the PWC Chair as part of the treasurers usual annual and monthly reports.

Recommendations and input from homeowners concerning the Mission will be welcome, however, interference in authorized PWC activities from any member of the Board of Directors or homeowner shall not be tolerated.

The PWC is not established to replace the Ground Committee's responsibility of cutting grass along banks of the Pond or the cleaning up incidental floodwater runoff debris; broken tree branches falling into the Pond. Debris cleanup caused by PWC restoration activities shall be the responsibility of the PWC and if practical request the Ground's Committee Chairperson to authorize the grounds contractor to assist on such an event.

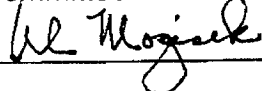
Electronic email notices to PWC members and MTHOA Engineering Chairperson, and President shall be considered to have been officially forwarded.

Chairperson:

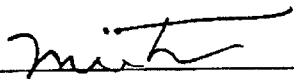


Peter Pickup,

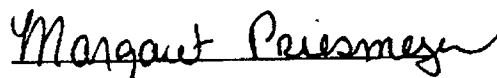
Committee Members:



Al Mozisek,



Minton Newman



Margaret Priesmeyer