

**KINGWOOD SERVICE ASSOCIATION
PARKS COMMITTEE
COMMITTEE GUIDELINES**

I. PURPOSE

The Parks Committee was established by the Kingwood Service Association (KSA) for the purpose of administering all KSA owned parks and entryways to the Kingwood area. The Parks Committee's authority is strictly advisory to the KSA Board of Directors except as otherwise provided herein or subsequently directed by KSA.

II. ORGANIZATION

- A. Each Community Association (C.A.) in Kingwood is entitled to select one representative property owner and an alternate from its village to serve as a member of the Parks Committee. Friendswood Development Company is entitled to send one representative to the Parks Committee meeting. Each C.A. will report annually, in writing, the names of its representative and alternate. Each representative is entitled to one vote and serves on the Parks Committee at the sole discretion of the Community Association they represent.
- B. The Parks Committee may conduct its business in any manner not inconsistent with its purpose or written directives of the KSA Board.
- C. The Parks Committee will meet at least monthly on the first Thursday of each month at 7:00 p.m. Special meetings may be called by a majority of Parks Committee members or by the Chair. The Secretary shall notify all members of a special meeting at least 24 hours in advance. All special meetings would be limited to the purposes for which they are called.
- D. All meetings shall be open to the public, except, upon a vote of a majority of all members present, the committee may go into executive session.
- E. The Parks Committee shall elect the following officers annually in January.
 - i. Chair
 - ii. Vice Chair

The Parks Committee may (1) fill vacant offices or (2) remove an officer at any regularly scheduled meeting by majority vote of those present, providing the Secretary has attempted by mail to give notice to each member at least two (2) weeks in advance, advising them of the intent to hold an election.

- F. Subject first to the by-laws of KSA, the parliamentary authority of the Parks Committee shall be the latest copy of "Robert's Rules of Order" duly revised.

III. RESPONSIBILITIES

The Parks Committee shall have, but is not limited to, the following specifically assigned responsibilities.

- A. Recommend annually to the KSA Board a budget for KSA Parks and Entryway Areas in Kingwood and to continuously monitor expenditures to ensure they do not exceed the annual budget as adopted by the KSA Board. Items expected to exceed the annual budget shall immediately be reported to the KSA Board.
- B. Present a quarterly report of committee activities, in writing, to the KSA Board.
- C. Continually monitor the performance of any agency or person contracted by KSA to perform any services relating to the KSA Parks and Entryway Areas to ensure that those services are being adequately provided within the terms and scope of the contract. The Parks Committee shall immediately report to the KSA Board any matter that the Parks Committee believes is inconsistent with the KSA Board's intent. Such a report may include a recommendation from the Parks Committee.
- D. Provide liaison with Parks Department officials from the City of Houston and other governmental agencies in matters affecting KSA-owned Parks.
- E. Arrange for and monitor costs for maintenance and improvement of park facilities and roads.
- F. Monitor and control authorized use of parks.
- G. Provide liaison with groups using park facilities and groups leasing sports fields from KSA.
- H. Schedule security for KSA owned parks as needed.
- I. Recommend overall Parks design, guidelines, and rules.
- J. Issue and administer a non-exclusive vendor permit for River Grove Park in letter contract form.

- K. Administer and recommend to the KSA Board all legal documents (i.e. deeds, easements) that pertain to KSA owned Parks and any changes to such documents.
- L. Provide other services as may be directed by the KSA Board.
- M. All purchases and contracts must follow the Contract Administration Purchase Procedure for Goods and Services Guidelines. (KSA Board 7/15/93).

IV. CONSTRAINTS

- A. In accordance with Article 5 Section 1B of the KSA By-laws, no person or persons associated with KSA are authorized to represent KSA in any capacity without KSA Board approval.