

**THE PARK TOWER CONDOMINIUM ASSOCIATION
HOME IMPROVEMENT COMMISSION CHARTER
UPDATED JULY 2014**

- AUTHORITY:** The Illinois Not for Profit Corporations Act empowers the Board of Directors of The Park Tower Condominium Association to establish Commissions to make recommendations to the Board. The Board, pursuant to this authorization hereby forms the Home Improvement Commission. It shall be called the "Home Improvement Committee".
- PURPOSE:** To present suggestions and recommendations for decorating, landscaping and other improvement projects to the Board of Directors. The Commission may also be given specific direction or requests for particular projects including budget and deadlines by the Board as projects are proposed. Once a project is approved by the Board of Directors, the Home Improvement Commission shall provide guidance, direction and recommendations as needed for a standard of design and colors for painting, carpeting, fixtures, furniture and other improvements to the common elements as may be necessary. The Commission will be consulted by Management for budgeted landscaping maintenance and plantings.
- MEMBERSHIP:** Membership on this Commission is restricted to both resident and non-resident owners. The Board shall appoint a Chairperson by resolution. The Chairperson may recommend and maintain guidelines for ongoing membership to be considered by resolution of the Board. Board Members and Management personnel may attend meetings, but may not act as official members or participate in votes unless authorized by the Board. The Board shall appoint a Director to act as a liaison between the Commission and Board for consultation, guidance and communication.
- PROCEDURES:**
1. It is the duty of the Chairperson to call the Commission together.
 2. Meetings should be held as needed.
 3. The Commission Chairperson may appoint members to research and perform various tasks.
 4. The Commission, through its Chairperson, is expected to work with Management, but does not provide direction and/or supervision.
 5. The Commission should submit a written report to the Board of Directors via Management on or before the Monday preceding the regular meeting of the Board. The report should contain recommendations that have been agreed to by a majority vote at a meeting of which every member has been notified. Reporting of all Commission votes will include the vote count of the attending Commission members.
 6. The Commission shall not have spending authority nor shall they be authorized to give direction to consultants or contractors that may be engaged for services provided to the Association, unless specifically authorized by the Board of Directors.

Approval of the Board of Directors:

7-14-24
Date

BY:

[Signature]
President

[Signature]
Secretary