



StillWaters Residential Association (SWRA)

Christmas Committee Charter

I. Purpose

The StillWaters Christmas Committee is established to plan, coordinate, and implement seasonal holiday decorations that bring joy, beauty, and community spirit to residents and visitors of StillWaters. The Committee's efforts create cherished traditions, photo-worthy displays, and a festive atmosphere throughout the development.

II. Overview

Thanks to the dedication of resident volunteers and the support of the SWRA maintenance and landscaping teams, StillWaters is known for its beautiful holiday displays. The Committee begins planning each summer and works actively through the fall to ensure that decorations are ready for the holiday season. Decorations are placed across common areas and often include refreshed or repurposed materials from prior years and new designs to keep the experience fresh and memorable.

Decorated Areas May Include (but are not limited to):

- The Main Entrance Gate
- Moonbrook Park
- The SWRA Building Lawn
- Other selected locations throughout StillWaters as determined by the Committee.

III. Responsibilities

A. Planning & Design

- Begin seasonal planning during the summer months.
- Review existing decorations for refurbishment or replacement.
- Propose new decoration ideas that enhance the community's holiday spirit.
- Create a decorating schedule that ensures completion before the holiday season.

B. Coordination & Implementation

- Organize and lead volunteer decorating efforts.
- Collaborate with the Community Association Manager (CAM), Associate Community Association Manager (ACAM), maintenance crew, and landscaping team to coordinate logistics, set up, power access, and safety.

- Ensure decorations are maintained during the season and responsibly removed and stored afterward.

C. Budget Management

- The Committee may develop and submit a Special Projects annual budget prior to November 1st of each year for review and approval by the Board.
- The Committee has authority to spend funds allocated under the Special Projects budget and must provide all receipt/documentation to the CAM for proper accounting.
- Expenditure under the Special Projects budget must be approved by a simple majority of the committee members.
- The Committee does not have authority to spend, contract or allocate association funds outside of the Special Projects budget without the prior approval of the Board.
- If additional funding is needed, submit a formal request to the Board.
- All Special Project budgets are limited to the fiscal year, and no balances may be carried over to the next fiscal year.

D. Community Engagement

- Encourage resident participation through volunteer opportunities.
- Promote photo opportunities and holiday events tied to decorated areas.
- Foster a positive and inclusive holiday atmosphere for all.

IV. Membership

- The Committee shall consist of resident volunteers, with no formal limit on the number of participants.
- The Board shall appoint a Board member to serve as Chair on an annual basis who will serve as liaison to the Board, CAM and ACAM.
- Members should be in good standing with SWRA and committed to contributing time and creativity.

V. Meetings

- Meetings will begin during the summer and continue regularly through the holiday season.
- The Chair may call more meetings as needed for planning or coordination.
- Meeting notes and progress updates should be shared with the CAM, ACAM, and Board when appropriate.

VI. Limitations

- The Committee may not exceed its approved budget without prior Board approval.
- All permanent installations or significant infrastructure changes must be pre-approved by the Board.
- With Board approval the Committee may engage contractors or vendors (procurement policy and purchase order policy must be followed).