

VERONA RESERVE COMMUNITY ASSOCIATION, INC.

Committees Policy

Overview:

A committee is created when the board adopts a written committee description in the general format listed below. Committees are advisory in nature and are not authorized to make final decisions, sign or amend contracts, authorize expenditures of homeowner association funds or send community-wide email announcements without the approval of the board president or board liaison.

The board appoints the committee chair, and is responsible for evaluating the chair's performance. Removal of a committee chair or a committee member requires the concurrence of the board president and the board liaison. The board may assign related tasks to a committee from time to time, but a material change in the committee function requires approving a revised committee description.

As committees do not have final approval authority, they may meet in a private residence without public notice, although open meetings are encouraged.

Board Liaison:

- Attend committee meetings as an observer whenever possible, or as situations dictate.
- Share the boards' vision and priorities.
- Keep the committee and the board informed.
- Ensure that the committee chair delegates responsibilities and communicates regularly with all members.
- Ensure the committee understands the Associations' budget expenditures that fall under their specific areas.

Committee Chairs:

- Select committee members. Chairs should make best efforts to have diverse representation of the community, i.e. permanent and seasonal, villas and single-family, retired and working owners.
- Communicate and work with the board through the designated board liaison on all issues.
- Communicate and work with the designated finance committee representative on financial issues.
- Submit any proposals requiring board approval, in writing to the property manager and the board liaison, the Friday prior to a scheduled board meeting.
 - Such proposal or report would include the committee meeting date, members attending and results of the meeting or recommendation.
 - Any recommendation to the board shall be supported by vote of a majority of all committee members.
- Prioritize projects for the upcoming year (with anticipated cost) and forward to the board liaison no later than July 31st of each year.

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Committee Chairs/Members:

- Actively participate in the duties and responsibilities of the committee.
- Serve at the pleasure of the board.
- Must be in good standing with the Association.
- Abide by the Associations' governing documents and support the efforts of the board.

Committee Responsibilities:

- Determine priorities based upon the committee's defined activities and bring issues to the board's attention.
- Review and recommend policies and procedures.
- Communicate with individual owners.
- Be mindful of the Associations' budget expenditures that fall under their specific area.
- Research vendors and obtain bids.
- Submit bids, with their committee's recommendation, to the property manager for board approval.
- Following completion of the work, inspect work to ensure that it has been completed as bid. Notify property manager upon satisfactory completion.
- Review specific vendor contracts and oversee the work being done.
- Communicate with the contractor to share concerns and plan for improvements.
- Any committee activity involving a substantial change or direct expense to the Association must receive specific board approval prior to commencement of the activity.

Property Manager:

- Responsible for placing all work orders and receiving all invoices.
- Pays invoices for completed work after receiving notification from the committee that work was completed satisfactorily and according to the bid.

Form of Committee Description:

Name: The names shall be brief, but descriptive of the committee's duties, and ending in "Committee".

Purpose: States briefly the purpose of the committee activities as a goal.

Responsibilities & Duties: States basic duties to be performed by members in their efforts to achieve the purpose. If the committee is expected to draft proposed standards or procedures for proposal to the board, state so here.

Duration: If the committee is "temporary", "ad-hoc", or "special", state when the committee will terminate, on some date or after achieving some purpose. Otherwise, state that the committee is a "Standing" committee which will continue year to year.

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Members: Specifies the number of core members as determined by the committee chair (except for the Architectural Review Board (ARB), Compliance/Covenants and Arbitration Committees'), establishes expectations of members, specifies that members must be in good standing with the Association, that members will abide by the Association documents and support the efforts of the board. The ARB, Compliance/Covenants and Arbitration Committees' are appointed by the board and their committee description delineates a one-year term of service from February through February.