

Villas On the Green Home Owners Association (HOA)

To: Villas on the Green Residents
From: The Board of Directors
Date: August 1, 2015
Subject: **COMMITTEES**

The strength of a homeowner association lies in the effective volunteer efforts of its members. While the heavy lifting often falls on the shoulders of the board of directors, committees help to lighten the load by focusing on specific tasks assigned by the board. The intent of a committee is to draw on specific member expertise. (e.g. CPA to serve on the Budget Committee, architect to serve on the Architectural Committee). Any member of the association in good standing is eligible to serve on committees.

There are two types of committees: standing and ad hoc.

Standing committees exist indefinitely. Examples include Landscape Committee, Compliance Committee, Grievance Committee and Architectural Committee. Standing committees have ongoing and often repetitive tasks to accomplish.

Ad Hoc committees are formed for a specific purpose which, once accomplished, terminates the need for the committee. Examples include the Budget Committee and a Holiday Party Committee.

All committees have a similar framework, to include;

Purpose: The purpose of the committee is to assist and advise the board in a given area of responsibility.

Structure: A committee should consist of three or more members, which may include a board member as a (non-voting) board liaison (The exception is the Grievance Committee which cannot have a Board member serving on it) The board president typically appoints the committee chairperson. The chairperson is the spokesperson for that committee.

Authority: Each committee should be provided with a clear job description by the board that outlines expectations. A committee must obtain specific authority from the board to deal with any matter outside its job description. A committee cannot make policies or rules; only the board is granted that authority. A committee may recommend a policy or rule to the board for board consideration; if the board enacts the policy or rule, the board may, or may not, give the committee the authority to enforce the policy or rule. Enforcement authority is under the discretion of the board.

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Recommendations:

A committee should provide recommendations to the board at regularly scheduled board meetings so all directors can participate in discussion of the recommendations. Recommendations should be in writing and supported by credible research so that the board can make informed decisions.

Meetings: Committees should meet monthly or as appropriate to their assignment. The meetings take place at a time, place and discretion of the committee. Designated person on the committee should take minutes so that the committee has a record of what was accomplished or planned for the future. Committee meetings are open to all members and are to be noticed in the same manner as a meeting of the Board.

Vendor and Contract Authority:

Unless otherwise directed by the board, committees should not give direction to or request bids from any HOA vendor or contractor. That process is handled through the board or property management.

Concerning Property Management:

Unless given specific authority by the board, no committee shall give direction to or make requests of management.

Expenditures:

Committees are sometimes given a budget which may require accounting. All committee expenditures that fall outside the committee budget must be authorized by the board. All reimbursement requests should be accompanied by receipts.

Reporting: Committee reports should be prepared and delivered to the board at least one week prior to the board meeting. Committees should prepare their own reports unless the board has approved management doing so. Each board meeting agenda should provide time for committee reports.

Committees offer the opportunity to allocate community improvement projects while involving members in the operation of the homeowner association. When appropriate, new committee opportunities may arise to include as many residents as are interested.

Each standing and ad hoc committee scope of work (SOW) is outlined (description and responsibilities) for future guidance and home owner interest. Please review the committee details and determine how you might like to serve your community. Once determined, there is an interest form for service. We look forward to hearing from you!