



Committee Policies and Procedures

SPRING VALLEY LAKE ASSOCIATION Committee Policies and Procedures

Committees are formed to support, assist, advise and make recommendations to the Spring Valley Lake Board of Directors (BOD) of the Spring Valley Lake Association. Their functions are to assist the BOD by making recommendations on specific projects or issues. At the request of the Board of Directors, committees serve as a vital link between the community and the BOD. Committees have no responsibility for daily operations, personnel matters, or the financial operation of the Association. This is a volunteer activity and everyone's participation is greatly appreciated.

I. Appointment of Committee Members:

A. Any Spring Valley Lake Association property owner, associate member, and or tenant member in good standing may apply for a committee at any time during the term year by filling out an application and submitting the completed form to the Association Office to be submitted to the Board of Directors for approval.

1. As defined by the Spring Valley Lake Association (SVLA Rules and Regulations Section 15.3.2) "good standing" shall possess the following three requirements:

- No overdue assessments or outstanding citations.
- No outstanding legal issues or any other unpaid obligation to the Association.
- Association membership rights and privileges have not been suspended.

B. All committee members are appointed by and at the discretion of the BOD. Associate members (as defined by SVLA Bylaws Section 3.2) and or tenant members may also serve as committee members, but may not be elected nor serve as committee chairpersons.

C. The maximum number of committees that a property owner may serve on simultaneously is two (2). **NOTE: To avoid any conflict of interest, committee members may not serve on the Architectural Committee and the Citation Review Committee simultaneously.**

D. Returning committee members (those who served on that committee the previous term) must submit a new application each term year.

E. Committee resignations shall be submitted to either the committee chairperson, BOD committee liaison or the Association Office with a copy

forwarded to the office so that it can be processed.

II. Committee Structure:

A. Committees shall consist of a minimum of seven (7) voting members and a maximum of eleven (11) voting members. If a committee jointly determines the need for additional members, they have the right to petition the BOD to increase membership in their committee.

B. If a committee has consistently less than five (5) members, the BOD may consider dissolving the committee.

C. Quorum shall be achieved with a simple majority of total members in said committee.

D. All committees shall consist of a chairperson, secretary and vice-chairperson.

E. Committee members shall be appointed by the BOD for a term of one (1) year at a time. A member term runs from June 1 through May 31.

F. With proper notice, the BOD can modify the requirement criteria at their discretion with majority approval at any open session BOD meeting.

G. If the committee chairperson cannot attend a meeting, the vice-chairperson shall conduct the meeting.

H. When new members are appointed to a committee by the Board of Directors, the Director of Administration will provide them with a current copy of the Committee Policies and Procedures .

III. Elections:

A. At the first meeting of the new term year (held in June each year) the board liaison shall conduct the meeting and hold a secret ballot election so that the committee members can elect their chairperson, secretary and vice-chairperson.

B. Once the election for the three positions has been completed, the board liaison will turn the remainder of the meeting over to the newly elected chairperson.

IV. Architectural Committee Exceptions (as required by Governing Documents):

A. The architectural committee chairperson is appointed, not elected, by the Board of Directors.

- B.** The architectural committee shall consist of three (3) voting members.
- C.** Additional committee members may consist of members, designated as alternate members, in the event two (2) or more voting members are not present.
- D.** A staff liaison shall be assigned by the General Manager and act as secretary.
- E.** The architectural committee meets twice monthly.
- F.** Voting members (for the architectural committee only) will be selected at the first meeting of the term year. If there are three (3) or less members at this meeting, then all become voting members. If there are more than three (3), the chairperson will guide the members through the process of choosing voting members and alternate members.

V. Committee Member Conduct:

- A.** Committee members are not entitled to any special treatment nor do they have any more rights or privileges than any other property owner in this community. Committee members shall not use their participation in the committee for personal gain.
- B.** Committee members (including chairpersons) shall not introduce themselves as representatives of Spring Valley Lake Association, its Board of Directors or staff to any outside agency, municipality, press, social media outlets or person(s) who either reside or who do not reside within Spring Valley Lake.
- C.** When coming in contact with person(s) who reside within Spring Valley Lake and/or making contact with an outside entity, the committee member may, when appropriate, inform the person(s) that they are currently serving as a member of an authorized SVL committee. The committee member may then seek and gather opinions and input for the purpose of providing feedback to the BOD as requested on specific projects and tasks.
- D.** Committees exist to serve the community and the BOD. No other representative capacity of the Association is authorized or recognized. Any violation of this item will result in immediate removal from the committee.
- E.** Committee members shall refrain from involving themselves with personnel issues.
- F.** The committee chairperson may, at any time, adjourn a committee meeting if they feel it is getting out of control because of a committee member.

VI. Removal of Committee Members:

- A.** The BOD may remove a committee officer or member at any time, with or without cause.
- B.** Committee members are expected to attend all committee meetings unless they are ill or out of town.
- C.** Committee chairpersons shall track attendance of committee members. The committee may decide if absences are affecting their performance. The committee can make recommendations to the chairperson for removal of members based on any attendance issues. The chairperson will communicate the decision of the committee to the BOD. If the committee officer's attendance is in question, the committee members may elect a new chairperson with a majority vote (except for the Architectural Committee) at any time.
- D.** On behalf of the committee members, the committee chairperson may request that the BOD remove a member from the committee if a member is disruptive or has a negative impact on the progress of the committee, or committee members. On the same hand, committee members may request that the BOD remove a chairperson or officer from the committee if the chairperson or officer is disruptive or has a negative impact on the progress of the committee, or committee members. While differences of opinions may exist, no committee members or officers shall disrespect other committee members, Association staff, the BOD or any community member. Any inappropriate conduct or lapse of professionalism shall be brought to the attention of the Board of Directors for further action.

VII. Meeting Dates and Times:

- A.** Each committee shall meet monthly or as determined necessary by the BOD and the committee chairperson.
- B.** Committee chairpersons shall notify the Association Office of the committee's meeting schedule (preferably 60 days in advance of the meeting), secure a meeting room and to place the meeting on the SVLA Master Calendar.
- C.** Committee chairpersons shall notify the Association Office 96 hours in advance of any special meetings or of a change to their meeting schedule and or location. Association Staff shall send an eBlast to membership informing them of any changes ASAP.

VIII. Meeting Minutes and Agendas:

- A.** Committee chairpersons are required to provide agendas and maintain standard meeting minutes of all meetings. Once approved by the committee, the

committee chairperson shall forward all approved minutes to the Director of Administration/HR monthly for posting on the SVLA.com webpage.

B. Committees are required to follow Robert's Rules of Order.

IX. Budget:

A. Committees may submit budget requests for any events, projects or committee activities in which the committee will be involved for the upcoming fiscal year. This request shall be submitted to staff on the appropriate forms for initial review then forwarded to the Budget Review Committee. Final approval shall be determined by the Board of Directors. Requests for inclusion in the following year's budget should reach the BOD as directed by the General Manager.

X. Communication Between Committees, the Board of Directors and Community:

A. Committee chairpersons or their representative shall attend monthly open BOD meetings and report on the activities of their committee. At BOD discretion, if a committee chairperson fails to attend, or make arrangements for a representative from the committee to attend the monthly open BOD meetings, the BOD may request that the committee elect a new chairperson.

B. Open and direct communication between committees is highly encouraged. There may be community issues, projects and events that overlap between committees. Committee chairpersons are encouraged to openly communicate with each other, attend other committee meetings and keep each other informed as necessary.

C. Committees report to, directly advise and make recommendations to the BOD. Open and direct communication is highly encouraged and recommended between committee members and their BOD liaisons.

D. Outreach and communication with members of the Spring Valley Lake community is expected. Get feedback, listen to concerns and communicate back to your BOD liaison and fellow committee members.

E. With a supportive majority vote by the committee, a committee may request specific information, direction or action from the BOD by submitting a CAIR (Committee Action Item Request) form to the BOD. These forms are available at the Association Office, or downloadable from the Association website.

F. The BOD may request specific information or action from a committee by submitting a BAIR (Board Action Item Request) form to the committee chairperson.

G. Association staff shall maintain records of all CAIR and BAIR forms.

XI. Board Liaison:

A. Every committee shall be assigned a liaison from the BOD. All BOD liaisons shall make every effort to attend their assigned committee's meetings. The BOD liaisons contact information will be provided to all committee members.

B. The BOD liaison shall not be a voting member of the committee. They shall remain neutral and not take an active role in determining the content of committee recommendations to the BOD. The BOD liaison may, however, provide guidance, assist the committee in their discussions and deliberations and can provide information on CC&R's, Association Bylaws, Architectural Guidelines, Architectural Policies and Procedures, Association Rules/Regulations, and Committee Policies and Procedures. The committee may ask the BOD liaison to assist in securing additional resources and material in order to make informed decisions and recommendations to the BOD. The BOD liaison is there to serve as a direct communication link between the BOD, the committee chairperson and the committee members.

XII. Staff Liaison:

A. The Architectural Committee and the Citation Review Committee shall be assigned a staff liaison by the General Manager for the purpose of administrating the needs of the committee as well as other written reports. If there is any issue with the staff liaison, the committee chairperson will report this directly to the BOD liaison.

B. The staff liaison shall not be a voting member of the committee. They shall remain neutral when presenting/reporting information to the committee. The committee may ask the staff liaison for additional resources and material in order to make informed decisions and recommendations to the BOD.

XIII. General Manager:

A. The General Manager, as needed, will make every effort to attend committee meetings. The General Manager shall not be a voting member of the committee. They shall remain neutral and not take an active role in determining the content of committee recommendations to the BOD. The General Manager may, however, provide guidance, assist the committee in their discussions and deliberations and can provide information on CC&R's, Association Bylaws, Architectural Guidelines, Architectural Policies and Procedures, Association Rules/Regulations, and Committee Policies and Procedures. The committee may ask the General Manager to assist in securing additional resources and material in order to make informed decisions and recommendations to the BOD.

XIV. Task Force Committees:

A. At their discretion, the BOD may appoint a Task Force to provide advice on a special projects or problems or specific issue(s) facing the community that the BOD determines as temporary or urgent in nature. The Task Force shall be given a specific task/project, often with a predetermined timeline. A Task Force is different than a committee in that it is not constrained by committee rules. All appointees to a Task Force shall be made by the BOD. Each member shall be considered a voting member of said Task Force. A Task Force will have an assigned BOD liaison and staff liaison (depending on availability). Once their project is complete the committee will cease to exist.

B. Task force members shall remain in place until it has been determined that their special project or urgent issue has been resolved.

C. Like standard committees, a Task Force is required to produce minutes, present monthly reports to the BOD at their regular open meeting, and announce meeting dates and times. Board reports shall be required when added as an Agenda item to a specific BOD agenda.

XV. Community Member Presence at Committee Meetings:

A. Any property owner, associate member or tenant member may attend any open committee meeting (with the exception of a Citation Review Committee meeting which is considered closed/non-public.) Community members are welcome to observe and may, with the approval of the committee chairperson, participate in the committee's discussion. Committee chairpersons should also allow for a public comment period during their meetings, and should forward any concerns raised to the BOD liaison.

B. The committee chairperson may, at any time, adjourn a committee meeting if they feel it is getting out of control because of an audience member.

XVI. Committee Chairperson Responsibilities:

A. It is the responsibility of the committee chairperson to preside over, conduct, schedule and advise of date, time and place of all committee meetings.

B. Together with the secretary, arrange for meeting areas and prepare agendas for the meetings.

C. Transmit written committee recommendations, requests or other matters to the Board of Directors via Committee Action Item Requests (CAIR) form.

D. Maintain decorum of the meetings. Govern using Robert's Rules of Order. Keep

committee members on task while following the prepared agenda. Conduct themselves in a professional manner.

- E.** Committee chairpersons shall track attendance of committee members.
- F.** Attend all open BOD meetings (or arrange for the co-chairperson to stand in) and give monthly committee reports.
- G.** Distribute committee agendas and minutes to members and assigned staff.
- H.** Once minutes are approved, forward a copy of the approved minutes to the Director of Administration/HR to be posted on the SVLA.com website.

XVII. Committee Secretary Responsibilities:

- A.** Together with the committee chairperson, arrange for meeting areas and prepare agendas and minutes for the meetings.
- B.** Record and maintain the minutes of the committee meetings.
- C.** Forward completed minutes to the chairperson and members for review.
- D.** Provide copies of previous meeting minutes to committee members at the next meeting for approval.

XVIII. Committee Vice-Chairperson Responsibilities:

- A.** In the absence of the chairperson, act as chairperson at the committee meeting.
- B.** In the absence of the chairperson, provide a verbal report to the BOD at the monthly open board meeting.

AMENDED by the Board of Directors at the Open Session Meeting held on February 2, 2020; the amended Committee Policies and Procedures effective date is June 1, 2020.