

TITLE: LPOA POLICY NO. 3 – COMMITTEES

PURPOSE:

To establish the policy governing the operation, responsibilities, limitations and requirements for LPOA Board of Director approved committees and clubs.

GENERAL POLICY:

All Committees of the Association, whether they are of a business or social nature, are considered a vital resource to the LPOA. Their general purpose is three fold:

- * To provide an opportunity for members to participate in the overall betterment of their community.
- * To provide an avenue of open communication between members, their General Manager and Board of Directors.
- * To accept specific tasks and responsibilities assigned to them by the Board and to prepare recommendations for improvement.

There are four (4) kinds of LPOA committees - Administrative, Standing Advisory, Parcel, and Ad Hoc Advisory. There are also Lakewood Clubs.

1. **Administrative** - Those committees set out within the Covenants, Conditions and Restrictions, and the By-Laws of the LPOA. These committees are ongoing and permanent. They are:
 - A. Alterations Review (ARB/ARC)
 - B. Appeals
 - C. Executive Committee
 - D. Election Committee
2. **Standing Advisory** - Those committees established by the Board for a specific service and purpose. The Standing Advisory Committees are:
 - A. Insurance Committee
 - B. Finance Committee
 - C. Facilities Development Committee
 - D. Activities Committee
 - E. Lake Use Committee
 - F. Construction Materials Standards Committee
 - G. Food and Beverage Committee
 - H. Security Committee
3. **Parcel (separate, for each parcel area)** - Shall exist for each of the Multi-family Parcels and other areas for which Parcel status is created. These committees shall consist of a Chairperson, or a President elected by members of the Parcel, who shall be ratified by the Board. Members, who shall be residents of the Parcel, shall be appointed by the Chairperson or elected by members of the Parcel. Each Committee shall be responsible for maintenance and improvement of the Parcel, awarding of all outside

maintenance contracts for the Parcel and ensuring proper governing as directed by the Covenants, By-Laws or Corporate Articles of each Parcel, as well as the Policy on Parcels. LPOA Policy 9 (Bid Policy) must be followed. Unless otherwise submitted and approved during the annual budget approval process, contracts for group services or maintenance in excess of \$5,000.00 must have the approval of the LPOA Board of Directors prior to execution.

4. **Ad Hoc Advisory:** These committees are appointed by the Board for specific projects and tasks of a non-recurring nature. Ad-Hoc Committee chairpersons shall be appointed by the Board President and approved by the Board. The chairperson shall submit a list of Committee members and officers to the Board for confirmation.

5. **Clubs:** A Club is a group or organization of members who share a common interest in our community, as recognized by the Board. Clubs will provide information to the Board concerning use of the amenities for the benefit of the members. Clubs may obtain use of amenities and make funding and capital improvement requests from the Association. All club members must be members in good standing. Any member in good standing may serve on any number of clubs. Any group desiring to be recognized as a LPOA Club should make their request in writing to the Board of Directors through the General Manager. This request should outline the group's interests, when, where and how often they meet, and how many LPOA members are in the group.

- A. Garden Club
- B. Mom's Club
- C. Tennis Club
- D. Sailing Club
- E. Swim Club (Teams)
- F. Welcome Team
- G. Fishing Club
- H. Etc.

6. Clubs that receive funding for equipment, events, etc., must submit comprehensive budgets for approval no later than October 1 each year, and must get approval of the General Manager for any expenditures in excess of \$500.00.

GENERAL DESCRIPTION OF COMMITTEES

ADMINISTRATIVE COMMITTEES:

1. ALTERATIONS REVIEW COMMITTEE (ARB/ARC) . . . shall be responsible for reviewing all applications for the improvement, alteration or repair of existing member's properties. The ARB/ARC shall review and

approve or disapprove the external design, appearance, use location and maintenance of improvements on properties in such a manner as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography. Responsibilities shall be carried out in accordance with the Alterations Review Delegation Agreement and the Alterations Review Committee Guidelines. ARB/ARC may make recommendations for amendment to these guidelines to the Board.

2. APPEALS COMMITTEE . . . shall consist of members responsible for discharging the duties enumerated in Article XV of the Association By-Laws. They may make recommendations for improvements to the Board.
3. EXECUTIVE COMMITTEE . . . shall consist of the Board President, Vice-president, Treasurer, Secretary and the General Manager. The purpose of the Committee is to facilitate the work of the Board by acting on those matters delegated by the Board. The Executive Committee will meet 7-10 days prior to the regular meeting of the Board.
4. ELECTION COMMITTEE: The Board shall appoint an Elections Committee no later than three (3) months prior to the Annual Meeting. The Committee shall consist of a Chairperson, who may not be a Director, and members, none of whom shall be candidates for office. It shall be the duty of the Committee to:
 - (a) provide supervision of the nomination and election of Directors in accordance with procedures adopted by the Board;
 - (b) assure timely announcement of election date to membership;
 - (c) ensure at least one candidate has been nominated for each expiring seat on the Board;
 - (d) ensure distribution of absentee ballots;
 - (e) certify all ballots and proxies;
 - (f) certify and announce election results to membership.

STANDING ADVISORY COMMITTEES

1. INSURANCE COMMITTEE . . . shall meet at least once a year to review bid specifications and bids for insurance coverage. There shall be at least one (1) Parcel resident on this committee.
2. FINANCE COMMITTEE: . . . shall be concerned with the overall financial condition of the Association, including the annual operating and improvement budgets, annual audit, investment policies, membership dues, financial status of all Parcels, accounting accuracy and timeliness in general. Shall annually review all user fees and make recommendation to the Board of Directors regarding increase/decrease in those fees. The Treasurer of the Board of Directors shall be a non-voting member of the Finance Committee.
3. FACILITIES DEVELOPMENT (Capital Improvements) COMMITTEE . . . shall examine existing properties and make recommendation for their maintenance and development. They may make recommendation to the Board for future enhancements. They shall provide information for capital improvements and any other objectives directed by the Board.
4. ACTIVITIES COMMITTEE . . . shall plan, organize and conduct social activities and special events for the members of the Association.

5. LAKE USE COMMITTEE: . . . shall be concerned with all usage of the lakes and ponds in Lakewood. This shall include boating, sailing, fishing and all other lake activities and uses, and will be responsible for the following:

Fish Habitat----Fish Restocking Program----Boat Slips----Boat Racks----Boat Docks ---- Pleasure Docks----Wildlife Abatement----Water Quality----Fishing Derbies

6. FOOD AND BEVERAGE COMMITTEE.....shall explore and recommend means to maximize revenue by increasing value to resident, and to decrease the amount of subsidy required to operate the clubhouse amenities.
7. SECURITY COMMITTEE.....shall meet quarterly (at minimum) with a focus on education and prevention of crime in Lakewood, engaging regularly with LSPD Community Interaction Officer and LPOA Staff for dissemination of information to membership.

PARCEL COMMITTEES

Shall exist for each of the Multi-family Parcels and other areas for which Parcel status is created. These committees shall consist of a Chairperson, or a President elected by members of the Parcel, who shall be ratified by the Board. Members, who shall be residents of the Parcel, shall be appointed by the Chairperson or elected by members of the Parcel. Each Committee shall be responsible for maintenance and improvement of the Parcel, awarding of all outside maintenance contracts for the Parcel and ensuring proper governing as directed by the Covenants, By-Laws or Corporate Articles of each Parcel, as well as the Policy on Parcels. LPOA Policy 9 (Bid Policy) must be followed. Unless otherwise submitted and approved during the annual budget approval process, contracts for group services or maintenance in excess of \$5,000.00 must have the approval of the LPOA Board of Directors prior to execution.

AD HOC ADVISORY COMMITTEES

Meet as assigned by the Board of Directors

REQUIRED STANDING COMMITTEE STRUCTURE AND OPERATION

MISSION STATEMENT: To assist the Board of Directors whose Mission Statement is “TO MAINTAIN AND ENHANCE THE PROPERTY VALUES OF ITS MEMBERS AND PROMOTE THE DEVELOPMENT OF A DESIRABLE RESIDENTIAL COMMUNITY THROUGH PROJECTS, PROGRAMS AND SERVICES”.

PURPOSE

1. The purpose of the Committee will be to perform duties and have such powers as may be provided by resolutions of the Board, as a part of Policy No.

3. The Committee Purpose and revisions must be established by resolution of the Board.
2. The Committee will recommend options for any project directed by the Board on matters related to the function, management, enhancement, and maintenance of the services and/or facilities of the Association for the best use and enjoyment of the LPOA members. All Committee recommendations are subject to approval by the Board.

RESPONSIBILITIES and LIMITATIONS

1. Standing Committees are established under Article VIII, Section 3 of the LPOA By-laws. Therefore, they do not have and cannot exercise the authority of the Board in the management of the affairs of the Association.
2. Committees may make recommendations to the Board for entering into contracts with outside agencies (local, city, county, state, federal, etc.). Committees shall not obligate the Association in any way (financially, legally, etc.) without specific Board approval.
3. Committees that receive funding for equipment, events, etc., must submit comprehensive budgets for approval no later than October 1 each year, and must get approval of the General Manager for any expenditures in excess of \$1000.00.

CONFLICT OF INTEREST

Any member of a committee who has an affiliation with a company or organization that bids on any type of work, services or products with the Association may not be involved in any way with competitive procurement procedures such as cost estimates, line item budgeting, contract review, preparation of bid specifications, evaluation of proposals, contractor selection, and/or review of contractor performance.

COMMITTEE SELECTION, TERM and QUALIFICATIONS

1. Members of the Committee will be approved by the Board.
2. The Committee will be made up of not less than six (6) members and not greater than twelve (12) members, unless approved by the Board of Directors.
3. Terms will be three (3) years with a minimum of two (2) member's terms expiring each year.
4. Any member of the Committee desiring to serve an additional term may do so with approval of the Board.
5. The Committee member must be a member of LPOA in good standing.

6. Unexcused absenteeism from three (3) regularly scheduled Committee meetings, in one (1) year, is reason for removal. The Committee must vote for removal of a Committee member, and the outcome of such vote must be noted in Committee minutes. Recommendation for removal should then be made in writing by the Committee Chairperson, to the Board, for action.
7. Any vacancy on a Committee may be filled for the un-expired term.
8. No more than one (1) member from a household may serve on the same Committee without the approval of the Board of Directors.
9. No member may serve on more than one (1) Administrative or Advisory Committee, unless approved by Board. However, an Administrative or Advisory Committee member may serve on Ad-Hoc Committee(s).
10. LPOA Board of Directors may not serve as a voting member of any LPOA Administrative or Advisory Committee. However, Board members may serve on LPOA Ad Hoc Committees and Parcel Committees, upon ratification by the full Board of Directors.

MEETINGS and REPORTS

1. As a general rule, meetings will be open and held as required to conduct the business of the Committee. Chairs will provide an opportunity for members of the association to comment in open session. Comment time may be limited to 15 minutes total from non-committee members. At the end of the comment time and at the discretion of the committee chair, non-committee persons may be asked to leave so the committee members can do their work. It is up to the chair to determine if the entire committee meeting or only a portion is to be closed. In any event, if the entire meeting or a portion of the meeting is closed, the committee chair will advise the Board as to the reason the meeting was held in closed session in the committee's minutes. Committee meeting date, place and time are to be announced in the Ripples or on the LPOA website prior to the meeting.
2. Minutes (including members present, topics discussed and recommendations) will be forwarded to the Board by 12:00 (Noon) on the Thursday before the monthly Board meeting. A separate cover sheet will state action items required from the Board.
3. Members in attendance at meetings that lack a quorum (more than one-half of the voting members) can conduct discussions only, and no vote will be taken and no minutes recorded. The committee Chairperson shall report to the Board that no quorum was present and, therefore, no meeting was held.
4. Each Committee may adopt rules for its own government, but must be consistent with Robert's Rules of Order, newly revised.

5. Committees may not supervise, superintend or direct LPOA General Manager/Staff. Committees are encouraged to communicate their needs through meeting minutes, their Board Liaison or the General Manager. Those Committees requesting Staff support or attendance must first seek Board approval.

LEADERSHIP

1. The Committee shall elect a Chairperson, Vice-chairperson and Secretary, subject to the approval of the Board. The Chair, Vice-chair and Secretary positions may be combined by a vote of the majority of the committee. The Chairperson, or a designated committee member, shall attend all regularly scheduled Board meetings and other meetings/functions as requested by the Board.
2. Each officer elected shall serve one year (Jan. - Dec.). If there is an officer vacancy the Committee will elect a new officer at its next regular meeting to submit for Board approval.

LIAISONS

1. Committees formed under Article VIII, Section 3 of the By-laws will have a Board Director assigned to function as a Liaison to the Committee. This Liaison:
 - a) Attend all Committee meetings. If unable to attend, should make absence known to Committee Chairperson or LPOA Staff Committee Representative. If necessary, Alternate Board Liaison may attend meeting. If no Board Liaison or Alternate attends meeting, contact should be made to Committee Chairperson or Staff Committee Representative after Committee meeting in order to be fully informed on Committee Recommendations to the Board.
 - b) Liaison is NOT a voting member of the Committee and should refrain from persuading the Committee toward any decisions that may be discussed at their meetings.
 - c) Serve as an informational facilitator between the Board and the Committee. Liaison will communicate information regarding previous Board actions on Committee recommendations and Board requests for Committee recommendations.
 - d) Inform Committee Chairperson if Committee representation at ensuing Board Meeting will be advantageous in regard to Committee recommendations.
 - e) If Committee representative cannot attend ensuing Board Meeting, Board Liaison will present explanation of Committee recommendations.
2. Committees may also have liaisons from other Committees or Recognized Association Groups. Such liaisons:

- a) Do NOT vote.
- b) Serve as informational Committee Liaisons, representing recommendations of the visiting Association Committee or Recognized Group.
 - 1) Joint Committee Recommendations must be affirmed by meeting minutes and majority votes by each Association Committee.

Supersedes:
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