

# **NORTH SHORE AT LAKE HART HOMEOWNERS ASSOCIATION, INC.**

## **COMMITTEE POLICY**

**PURPOSE:** To implement reasonable rules governing Committees that assist the Board with various tasks and activities for North Shore at Lake Hart Homeowners Association, Inc. and the Association's private property located at 9339 North Shore Golf Club Boulevard.

**AUTHORITY:** Declaration of Covenants, Conditions and Restrictions for North Shore at Lake Hart, Bylaws and Article of Incorporation of the Association and pursuant to Florida Statutes governing Homeowners Associations.

### **EFFECTIVE**

**DATE:** **February 16, 2022**

**RESOLUTION:** The Association hereby adopts the following policy for committees.

## **ARTICLE I**

### **FUNCTIONS OF THE COMMITTEES**

Committees assist the Association Board with various tasks and activities.

## **ARTICLE II**

### **AUTHORITY OF THE COMMITTEE**

1. Committees draw their authority from the Bylaws and Covenants, Conditions & Restrictions that provide for appointment of committees by the Board of Directors.
2. Committees are accountable to the Board.
3. Each committee shall be empowered upon the adoption by the Board of a Charter and/or policies. The Charter and policies shall set out the purpose, terms and other facts as the Board deems appropriate. However, no committee of the Association shall be formed until that charter has been adopted by the Board.
4. Committees may request a budget from the Board and may submit a plan along with a request to spend the funds allotted in that budget.
5. Committee members must not cause the Board to incur a financial obligation without specific written approval of the Board.
6. Committee members will seek reimbursement through reimbursement policies as set by the Board.

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7. Committees shall submit a written report to the Board when requested, and will report at Association Board meetings, the annual residents meeting, and other times at the direction of the Board.

### **ARTICLE III**

#### **APPOINTMENT OF MEMBERS TO A COMMITTEE**

1. An Association member in good standing who wishes to serve on a committee shall notify the Board of Directors or the Association Manager or the committee chairperson.
2. The Association Manager shall submit the prospective Committee member's name with a recommendation to the Board of Directors for final approval.
3. All Association standing committee members serve on a voluntary basis. No member of a standing committee shall receive emolument or profit from their services to the association.
4. Contractors, or family members of contractors, may not sit on a committee responsible for oversight of the contractor's performance. Further, relationships (personal or familial) between the Association's contractors and elected or appointed Association representatives are prohibited in order to avoid the potential of a conflict of interest.
5. Committee members are appointed by the Board of Directors and serve at the pleasure of the Board. The Committee shall nominate and elect a chairperson and vice-chairperson at a Committee meeting. The names of the persons elected to such offices shall be presented to the Board of Directors for final confirmation. All officers shall serve for a one (1) year term and are eligible for reelection.
6. While serving on a Committee, members are representing the Association and Board of Directors as an ambassador to the Membership. Members have a responsibility to follow the direction of the Chairman, Board, and Governing Documents. All members are required to work within the objectives of the committee and should not make decisions outside of the group. If any member is found to be in violation of this clause, they will immediately be removed from the Committee so as not to become a liability to the Association. The decision to remove a member is at the sole discretion of the Board of Directors.
7. Officers of a Committee: Approval of the position shall be by the Board of Directors. Officers serve at the Pleasure of the Board and may be removed by a majority vote of the members of the Board.

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8. Committee Members: Committee members shall be approved by the Board of Directors.
9. Appointment to a Committee: Any person who is considered for appointment to a committee shall serve without any expectation of personal advantage or personal gain that would be distinct and different from the advantages or interest of the general community. Any member having a conflict shall announce the conflict and shall withdraw from participation in that matter.

### **ARTICLE IV**

#### **MEETINGS**

1. Meetings will be called with sufficient notice so that members will be able to plan ahead.
2. Committees may conduct meetings virtually as well as in person. Members are encouraged to include all other members, including the chairperson, in any emails or other correspondence pertaining to Committee business.
3. There should be an agenda for each Committee meeting, summaries for any report or document that will be reviewed, and meeting minutes, which will be distributed to each Committee member and the Board of Directors in a timely manner.
4. Committee members who miss a substantial number of meetings and don't indicate a willingness to remain active will be asked to resign from the Committee or may be removed by the Board.