

## Overview of Committees

### **I. Purpose**

Committee membership contributes to owner involvement and provides an excellent opportunity for meaningful resident involvement. Effective committee work serves to collect ideas and proposals, and to form them into programs and projects for consideration by the Board of Directors. The Board may request assistance from committees in the management and execution of projects.

Committees gather information and make recommendations to the Board. They investigate issues, research options that the Board can consider before making a final decision, and solicit and convey opinions of the homeowners to the Board. All committees must work as a group and not be influenced by individual agendas and aesthetic preferences. All committees act with the whole community in mind.

Types of actions that committees may take include:

- Idea acquisition and development within EBV;
- Research feasibility of ideas or proposed projects;
- Research and recommend professionals with expertise to best implement proposed ideas or projects;
- Research professional service providers with appropriate background and experience as possible vendors;
- Develop community outreach, surveys, or other data collection to poll community member's interest level, opinions, and backing for proposed ideas or projects.
- Write requests for proposals to submit to vendors.

### **II. Procedure**

Choose the committee that either interests you or for which you have knowledge and experience that would benefit that area for the community.

Sit in on a committee meeting to see, hear, and participate in their discussions.

Apply for membership within the committee. Once a member, you will be included in all information development and communications related to the committee.

Committees are responsible for setting their goals, keeping minutes of each meeting, and providing the minutes and/or reports to the Board.

Committees are authorized to investigate ideas and alternatives and make presentations and recommendations to the Board.

Committees are not authorized to enter into contracts or agreements for Emery Bay Village Homeowners Association, nor to give directions or to commit to act without Board approval. Committees are not authorized to approve budgets or expenditures of money.

### **Scope of Architecture Committee**

The EBV Architecture Committee is responsible for maintaining the aesthetic and structural integrity of the association's buildings, and for supporting the Board and management in enforcing the CC&Rs and Policies as they relate to architectural decisions. They may identify non-compliance issues associated with enforcing the CC&Rs and Policies. They assist the Board

to research and present options for architectural solutions such as windows; doors; hardware; furniture for common areas and community interiors; paint; lighting choices; fixtures; and finishes on community structures and architectural elements. The Architecture Committee may review any homeowner-provided applications for modifications, additions, or architectural changes at their units, recommendations on which the Board can consider before the Board makes a final decision.

### **Scope of the Clubhouse Committee**

The Clubhouse Committee is responsible for researching the community's interest in how to best use the Clubhouse, and uses the Reserve Study and visual reconnaissance to identify areas in the Clubhouse that are in need of improvement or replacement.

The Clubhouse Committee assists in research and makes recommendations to the Board associated with the maintenance and upgrade options that best improve and protect this valuable community asset. The Clubhouse Committee works with the Finance Committee and the Board to determine feasibility of projects' scope. The Clubhouse Committee may brainstorm with the HOA homeowners and community to develop ideas and receive input, and/or present options to the community and the Board.

The Clubhouse Committee identifies suitable professionals to assist with improvement, replacement and/or construction work on the Clubhouse, and gathers bids and quotes for services and work for presentation to the Board for their consideration before making a final decision.

### **Scope of the Landscape Committee**

The Landscape Committee is responsible for the maintenance, renovation, and repairs of the association's landscape and trees. This includes common areas of the association that are not buildings, carports, garbage enclosures, roads, or sidewalks.

The Landscape Committee has regular meetings and meets with the landscaping vendor to handle ongoing tasks. For specific, landscaping-related projects, especially those with a significant cost, such as a large-scale rejuvenation and/or replanting projects, additional committee members may be needed for the duration of these special projects.

Typically, a Board Member is a member of the Landscape Committee. Landscaping and grounds maintenance is the largest annually budgeted expense, and their presence assists and guides the committee with regards to vendor relationships, reserve study items, and idea/project development for presentation to the Board.

The Landscape Committee responsibilities include:

- Serving as the point person(s) for all landscaping concerns.
- Creating recommendations for the Board on landscaping improvements and maintenance within the community, including trees.
- Communicating with representatives from the community's landscape maintenance provider.
- Inspecting the work performed by the community's landscape maintenance provider, arborist, and other tree service providers.

- Suggesting additions and amendments to the community's landscape maintenance program.
- Evaluating RFP responses, checking references, and conducting contractor interviews when selecting a new commercial landscape maintenance provider for the community.
- Providing monthly summary updates to the Board on landscaping and grounds maintenance issues.
- Upholding standards that maintain our property values and the community's appearance.
- Comparing bids and proposals, and having an eye for this type of detail work.
- Negotiating skills, and strong communications skills are needed for some positions.

### **Scope of the Communications/Security Committee**

The Communications/Security Committee is responsible for creating a safer and more informed community. They are responsible for researching solutions to issues of safety and security, and community outreach communications. The Communications/Security Committee presents solutions and issues to the Board. Working closely with the Board, this committee is also responsible for communicating urgent or important news by making flyers and using the flyer holders at the mailboxes, or by distributing them door to door; by making banners and displaying the banners at the recycling center; and by sending emails using the EBV email list and/or the EBV Website. Last, the Communications/Security Committee is responsible for periodically redesigning, regularly updating, and maintaining the secure EBV Website in order to provide residents with HOA resources, such as policies and procedures, CC&Rs, and minutes.

Sample security issues include:

- Evaluating lighting for the property;
- Informing and educating residents about recommended best safety and best theft prevention practices;
- Researching and informing residents about fire safety and fire prevention;
- Researching disaster preparedness and reminding residents to be prepared.

The Communications/Security Committee makes recommendations to the Board and works with the Finance Committee and the Board to determine feasibility of projects' and tasks' scope. The Communications/Security Committee may brainstorm with the HOA homeowners and community to develop ideas and receive input, and/or present options to the community and the Board. The Communications/Security Committee gathers bids and quotes for services relevant to their scope and work for presentation to the Board for consideration before making a final decision.

### **Scope of the Budget/Finance Committee**

The Budget/Finance Committee provides financial oversight for the HOA, including budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. This includes budgeting and financial planning for routine management of the community, and ensuring that there is enough money in the reserve fund to cover repairs and other unexpected expenses that may arise. This committee may establish long-term financial goals for the HOA. The Budget/Finance Committee may research and recommend choices of Reserve Study companies to the Board for preparation of these required reports. They may review and recommend bids from insurance companies, and tax

accountants for the HOA. The Budget/Finance Committee is also responsible for assessing the funds needed for improvement projects throughout the community and may need to discuss how to raise additional funds or bring in additional income to complete projects not already covered by HOA dues. This might include setting aside funds each year for long-term projects or for future repairs. The Budget/Finance Committee monitors adherence to the budget and ensures that the HOA is sticking to the guidelines created by the Budget/Finance Committee.