

# COMMITTEE STRUCTURE POLICY

APPROVED: 08/17/2023

Committees play a vital role in the operation of the LakeRidge Falls Community Association Inc. As such, members and residents are encouraged to play a part in the operation of the community by serving on various committees of interest to them. Article V, Committees, of LakeRidge Falls' By-Laws, states "the Board of Directors may create committees as it deems appropriate to perform such tasks and to serve for such periods as the Board of Directors may designate by resolution."

The following committees are presently established as standing committees:

- Architectural Review Board (ARB) – guided by Article V, Architecture and Landscaping, 5.2 Architectural Review, and ARB Procedures for Electing Members.
- Budget
- Buildings
- Community Relations (CRC)
- Landscape
- Pool
- Roads & Grounds
- Security

Committees shall serve at the pleasure of the Board of Directors in an advisory role. The committees shall also assist the Board of Directors in establishing policies and researching areas of interest.

Committees shall exercise only such authority as granted by Board resolution. The Board may or may not elect to follow a committee's advice on any matter. Committees may not act without specific Board authority and may not bind the Association contractually or financially. For this purpose, mission statements were drafted and approved by the various Board of Directors.

Committees are formed each year in February. Starting in December, interested members and residents may volunteer and complete the sign-up sheet regarding experience as appropriate with a committee's function.

At its first organizational meeting, the new Board of Directors shall appoint at least one Board member to act as liaison to each committee for the purpose of advising and guiding the committee. The Board of Directors may review the composition of each committee for membership assignment.

Once established and approved by the Board of Directors, the liaison will call the first committee meeting to order. It is thereafter the duty of the members of the committee to elect a chairperson



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from their ranks and to establish a regular meeting date and time. The liaison will coordinate communication with the board and assist the chair as needed. The Board of Directors reserves the right to establish and amend general guidelines for committees as it sees fit. The current general guidelines for committees:

- Committees may be assigned projects, research, and/or tasks by the Board of Directors.
- Committees will seek approval from the Board of Directors to address projects/problems they identify before proceeding to do so.
- Committee members are forbidden from maintaining and/or attempting to maintain any area in which the Association has or assumed maintenance and other responsibilities.
- Committees are responsible for oversight of areas consistent with their mission/goals.
- Committees should recommend “not to exceed” dollar amounts for suggested projects.
- Committees may establish Task Forces as they deem necessary to assist in assigned research.
- Committee recommendations for project funding shall: (1) be shared with the community by means of an open workshop hosted by the Budget Committee and then (2) submitted to the Board of Directors for consideration of conditional approval subject to its review and approval of the final budget.
- Committees will not enter into any contract with a vendor or company.
- Committees’ meetings shall be made available to members and residents on at least one web-hosted service, such as Go-To-Meeting or Zoom.



LAKERIDGE FALLS

