

# Lake Holiday

## POLICIES, RULES, AND PROCEDURES PRP NO. 12

### **Committees, Subcommittees, Working and Task Groups**

**Revised and**

**Approved by the Board of Directors**

**Date: April 26, 2022**

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## **PRP NO. 12 COMMITTEES**

### **SECTION A. PURPOSE:**

The purpose of this document is to define the missions, roles, and responsibilities of Lake Holiday Country Club, Inc. (LHCC) committees, subcommittees, work and task groups; and to provide related guidance for their organization, authorities, duties and operations.

1. Committees are formed within Lake Holiday to perform specific functions in direct support of the LHCC Board of Directors. In general, these functions involve efforts focused on the investigation, research, and analysis of substantive issues that the Board of Directors alone would not be able to efficiently or effectively conduct. In this capacity, committees generally serve as a direct extension of the Board, but have no authority to make decisions on behalf of the Board. Committees will conduct their activities and submit reports and recommendations to the LHCC Board of Directors, but the Board is ultimately responsible for making all decisions and establishing policies and procedures for LHCC.
2. Committees may develop ideas for activities, plans, or projects of value to the community. The committee shall prepare a preliminary report for the Board Book so the Directors may ascertain the level of interest in pursuing these proposals, and subsequently provide direct tasking to the committees for action.
3. Three committees and their charters are mandated by LHCC governing documents. Additional committees are approved by the Board, which has the power and authority to create, change and stand-down committee charters. The Board may create committees, subcommittees (that report to parent committees), working groups, and task groups to accomplish specific tasks or projects. These groups broaden the scope of community input, provide assistance, recommendations and information for the association's use and overall benefit. The Board may create committees and subcommittees to serve an enduring or long-term requirement. The Board may create working and/or task groups in response to short-term, emergent requirements.
4. Committees also serve an additional function by allowing property owners of LHCC to join in an organized manner to promote common goals, improve the community, and enhance community spirit. Committees allow for LHCC members to shape the future of the community and provide a venue to express opinions and ideas.
5. All committee and subcommittee meetings shall be open for membership attendance and advertised to the membership. Committees follow the same Goldberg Rules of Order and Code of Conduct that the Board follows.

### **SECTION B. ORGANIZATIONAL GROUP TYPES**

1. Mandatory Committees
  - a. There are three mandatory committees: the Architectural, Compliance and Nominating committees. They are explicitly required by LHCC governing documents and established permanently to aid the LHCC Board of Directors in accomplishing its duties. Mandatory committees shall follow all policies, rules, and procedures defined within this PRP.

- b. A Board Liaison shall be appointed to each mandatory committee during the Board of Directors Organizational Meeting each year. The Board Liaison may observe, advise, and participate with the committee in every capacity as a non-voting member except that the liaison shall not be present during Compliance Committee deliberations.
- c. A Board Director may be a member of the Architectural Committee, but not a member of the Compliance or Nominating Committee.
- e. The chairperson of the Nominating Committee shall be approved by the Board of Directors six months prior to the annual meeting.
- f. Other than the Nominating Committee chairperson, the chairpersons of mandatory committees are voted in by a majority affirmative vote of committee members following the Board of Directors Organizational Meeting. A secretary is also selected at the Committee's organizational meeting. Each committee chairperson shall then provide a committee roster to the Administrative Office and the roster shall be included in the Board Book at the next regular Board meeting. The committee roster must be received, and members verified for eligibility by the Administrative Office prior to scheduling any committee meetings. Only property owners may be members of a mandatory committee.
- g. The Committee Chairperson shall establish a regular meeting schedule, prepare an agenda for each committee meeting and provide the monthly approved committee minutes to the Administrative Office each month for inclusion in the Board Book. They shall provide specific requests for review and action by the Board as tabs in the agenda for the monthly Board meeting. Committee chairpersons are expected to be present at regular LHCC Board Meetings when issues relevant to their committee are on the agenda. The chairperson may be asked to address the Board, at the Board's request, on any applicable agenda item. (See Attachment A and B)

## 2. General Committees

- a. General Committees are established by the Board of Directors to accomplish a particular task or to oversee a specific area in need of planning and oversight. As a rule, these committees should be chaired by members not presently serving on the Board. However, the Finance Committee is always chaired by the Treasurer and it is highly recommended that Master Planning Committee be chaired by a Board Director.
- b. The Board has the authority to establish other committees, subcommittees, working and/or task groups as needed at any time to carry out specific objectives or tasks. They shall cease to exist once the assignment is complete.
- c. The LHCC Board shall assign a Board Liaison to serve on each general committee unless that committee is chaired by a Board Director. General committee Board Liaisons are appointed during the Board of Directors Organizational Meeting in the fall. The Board Liaison may observe, advise, and participate with the committee in

every capacity as a non-voting member. The liaison shall be expected to attend all their respective committee meetings. The liaison and/or committee chairperson will present recommendations to the Board for consideration and action.

- d. Unless assigned as a Board Liaison, an LHCC Board Director may be a member with voting privileges of any general committee. The chairpersons of general committees are voted in by a majority affirmative vote of committee members following the Board of Directors Organizational Meeting. A secretary is also selected at the committee's organizational meeting in the fall
  - e. The Committee Chairperson shall establish a regular meeting schedule, prepare an agenda for each committee meeting and provide the monthly approved committee minutes to the Administrative Office each month for inclusion in the Board Book. They shall provide specific requests for review and action by the Board as tabs in the agenda for the monthly Board meetings. Committee chairpersons are expected to be present at regular LHCC Board Meetings when issues relevant to their committee are on the agenda. The chairperson may be asked to address the board, at the Board's request, on any applicable agenda item. (See Attachment A and B).
  - f. Each committee chairperson shall provide a committee roster to the Administrative Office. The roster shall be included in the Board Book at the next regular Board meeting. The committee roster must be received, and members verified for eligibility, by the Administrative Office prior to scheduling any committee meetings. Committee chairpersons shall provide the Administrative Office with an up-to-date committee roster as new members request to join the committee. Additions to the committee roster shall be included in the committee's monthly meeting minutes and provided to the Board.
  - g. General committees shall follow all policies, rules, and procedures defined within this PRP.
3. Committee Organizational Meetings: The current chairperson of each committee shall be responsible for preparing an agenda and calling a meeting of each committee as soon as possible following the Board of Directors Organizational Meeting. The new Board Liaisons shall be introduced at those meetings. A new chairperson is voted in by a majority affirmative vote of committee members and then the new chairperson shall assume their role.
  4. Subcommittees, Working Groups and Task Groups shall follow the policies, rules, and procedures defined below:
    - a. Subcommittees: A subcommittee may be established by the larger committee or by the Board of Directors to divide workload, or to pursue unique objectives within the larger scope of the committee's responsibilities. Subcommittee members must be approved members of the larger committee, unless otherwise approved by the Board of Directors. Subcommittees report to the parent committee and not directly to the LHCC Board of Directors. The chairperson and secretary of the parent committee are automatically members of the subcommittee and have all of the rights afforded to other members, including voting privileges. Subcommittees prepare and distribute a meeting

agenda in advance of all meetings and submit (subcommittee approved) minutes for approval at the parent committee meeting. The secretary of the parent committee submits approved subcommittee meeting minutes for inclusion in the Board Book with the committee minutes

- b. Working Groups: Periodically the Board may deem it appropriate to appoint a number of Board Directors to work on a complex project, further research a topic, prepare a document or strategy, etc. This "Working Group" will normally include only a few Board Directors, be in existence for a relatively short period of time to tackle one or multiple phases of a project, and operate directly as an extension of the Board of Directors. Community members with specialized or unique qualifications directly relevant to that working group's particular task or objective may be invited by the Board to join the working group. Working groups shall keep notes and create reports during or at the end of their tenure to present their findings along with any documents created to the Board of Directors.
- c. Task Groups: The Board, or any committee, may assign a few members to work on a specific administrative task and report back its progress on the task completion to the Board or committee. For example, administrative tasks may involve writing and editing of documents, including governing documents, designing and planning surveys, creating written proposals, designing and planning proposed amenities, and any required repairs and replacement of amenities, including cost estimates.

## **SECTION C. GENERAL POLICIES AND REGULATIONS FOR COMMITTEES AND SUBCOMMITTEES**

### 1. Authority

- a. No committee chairperson, group of committee members, or an individual committee member shall have the authority to represent or give the impression that they represent LHCC to any public official or private entity, nor enter into any form of negotiation without the express permission of the Board of Directors. No committee chairperson or committee member shall have the authority to sign contracts representing LHCC.
- b. A committee member shall not represent themselves as having the authority of the committee unless they have been specifically authorized to do so by the Chairperson.
- c. Committees do not have the authority to expend funds without Board approval. No capital improvement project shall be initiated without the approval of the Board. All community events planned and conducted by any committee shall have prior Board approval. All fund-raising activities shall have prior Board approval.

### 2. Participation and Conduct

- a. All committee members must be verified as members in "good standing" according to the LHCC Bylaws. Property owners and renters are encouraged to volunteer their time and become members of any committee. However, renters cannot be official committee members and cannot vote.

- b. A committee meeting quorum shall consist of 50% of the members plus one present at a meeting. However, a committee may modify the quorum requirement upon prior approval by the Board of Directors (for very small or large committees who are unable to consistently meet a quorum). The Board President and Vice President are ex-officio members of all committees and, if attending a committee meeting, will count toward the quorum and will have all of the rights and privileges afforded to other members, including voting.
- c. All members will be guided by Goldberg's Rules of Order and Code of Conduct requirements that govern the Board. The committee may choose to follow a modified "rules of order" as deemed appropriate and approved at the committee organizational meeting by a majority affirmative vote. The modified rules of order must be described in the meeting minutes. The requirements include having meetings open to the membership, creating agendas, having an open forum, documenting minutes, and providing access for the inspection of all committee-related documents at the Administrative Office. A committee member has a duty to represent and promote only what serves the best interests of the community at large. Each individual shall, at all times, show respect to and respect for the opinions and ideas of all guests and members, as well as support the voting decisions made by the committee at all Association functions. Names of property owners that attend as guests, and a summary of their comments, shall be included in the committee's meeting minutes.
- d. Access to and communications with the committee membership is of paramount importance. To that end, all committee members should provide a valid email address, if they have one, to the Administrative Office in order to facilitate email communications by and between committees, the Board of Directors and the membership.
- e. Those who provide valid email addresses shall be added to the committee's Lake Holiday email roster by the Administrative Office. Committee chairpersons are responsible for providing up-to-date committee email rosters to the Administrative Office. Each committee has a specific Lake Holiday email address as does each chairperson of a committee. Each chairperson is expected to use these official email addresses to facilitate and streamline communication. The Association is committed to keeping email content confidential but does retain email communication to help maintain a record of the committee's work and communications and may be subject to audit.

### 3. Meeting Schedules and Attendance

- a. The regular monthly meeting day, date and time will be set by a majority vote of the committee's membership and posted on the Association calendar and on the front gate sign prior to each meeting.
- b. The chairperson will verify that all committee members are invited to all meetings and that the meetings are announced to the general membership. Committee members failing to participate in three (3) consecutive meetings may be dropped

from the committee roster by a majority affirmative vote of the committee members.

#### 4. Financial Operations and Obligations

- a. Capital Improvement Plan Projects (CIPs) requested by MPC.
  - i. Each committee shall identify new proposed CIPs, with a funding profile, for the coming fiscal year. CIPs shall be submitted first to the Master Planning Committee (MPC) in response to a request issued by the MPC usually in February. The MPC will consolidate all committee CIP requests into a single prioritized list and present it to the Board for initial approval.
  - ii. Committees receiving a favorable decision for their requested CIPs shall be directed to prepare a more complete plan, including implementation steps and a detailed breakdown of estimated costs, for the project which will be included in the annual budget request.
  - iii. To ensure inclusion of the CIPs in the annual budget cycle, the list of CIPs must be submitted and the individual projects approved by the Board no later than its May regular Board meeting. The Board may, at its discretion, attach a different priority designation to the projects included in the CIP list. However, the Board may add or remove CIPs from the list at any time.
  - iv. CIPs included in the list does not guarantee funding in the next year's budget. Rather, it indicates that the CIP is eligible to compete along with all other budget requests during the preparation of next year's budget by the Treasurer and Finance Committee. The Treasurer, assisted by the Finance Committee, will make recommendations to the Board for final budgetary decisions.
- b. Annual General Fund Budget Request: Each committee shall submit an annual budget request (which includes approved CIPs) for the following year to the Finance Committee when requested by the Treasurer.
  - i. The committee submission may include funding requests for any or all of the following: 1) routine general fund expenditures for the coming fiscal year; 2) funding for new multi-year projects not yet included in the CIP; and 3) funding required in the coming fiscal year for already-approved capital improvement projects.
  - ii. New CIP project funding requests shall include an estimate of the total cost of the project, the amount requested for the coming fiscal year as well as an out year estimated funding profile.
  - iii. Funding requests for already-approved projects in the Capital Improvement Plan shall include the balance currently in the CIP for that project (at the end of the prior fiscal year), an out year estimated funding profile, and a revised estimate of the total cost of the project.
  - iv. The Activities Committee shall submit to the Board of Directors for approval, through the Finance Committee, a detailed description and cost estimate of planned activities/event during the Treasurer's annual budget request.
  - v. All committees shall follow the budget request format identified by the Treasurer in the annual budget call.

- c. The LHCC General Manager is the only official point of contact for the Association for any Requests for Proposals (RFPs), Requests for Information (RFIs) or Request for Quotes (RFQs). The GM shall coordinate, receive and present proposal responses in collaboration with the LHCC Treasurer and submitting committee for Board consideration and funding. These proposals shall be submitted for inclusion in the Board Book for Board approval.
- d. It is the responsibility of the chairperson and all members of a committee to maintain accurate records of any expenditure incurred in accordance with the approved budget.
- e. All approved significant expenses (greater than \$350.00) shall be paid by the Association office as opposed to being paid by a committee member and reimbursed. Exceptions to this policy can be made by explicit approval of the LHCC Treasurer or the General Manager. The chairperson shall submit all receipts for budget-approved expenses to the LHCC General Manager within thirty (30) calendar days for reimbursement. Any expenditure by committees outside of the approved budget will not be reimbursed, unless there is further action by the Board expressly approving the committee's justification for such additional expenses.
- f. Individual prizes or gift cards shall not exceed \$25.00 of Association funds, and must be designated as part of a Committee's budget or requested as part of the annual General Fund budget call for the committees. Each individual card must not exceed \$25.00 plus activation fee. The office shall reimburse a committee member up to a limit of \$100.00 plus activation fees per event. The committee member shall provide a receipt for auditing purposes. Gift cards purchased by a committee shall be held by the office until the event/activity occurs.
- g. The LHCC General Manager shall sign all contracts for activities and events arranged by committees. The President of the Board may sign in the GM's absence. Before a contract is signed, a General Liability policy shall be provided by each vendor, with a minimum liability coverage of \$1M, listing LHCC as an additional insured party, and provide a Certificate of Liability for this coverage to the LHCC Administrative Office.
- h. Committees shall get Board approval for all fund-raising activities in advance. Examples include the sale of refreshments, fishing tournaments, sweatshirts and T-shirt sales, etc. An Income Report shall be submitted by the committee to the LHCC General Manager at the conclusion of the fundraising activity. All revenue generated by the committee goes into the General Fund and is not available for additional expenditures by the committee, unless approved by the Board.
- i. No Association-sponsored activities or events shall include the sale or distribution of alcohol.
- j. No Association-sponsored activities or events shall include betting or gambling of any kind.

5. **Publicity of Committee-Sponsored Activities:** Committees will publicize their events through the LHCC newsletter, website and email blasts whenever possible and through appropriate use of the mailbox shelters and front gate sign. Any committee desiring to add an announcement to the LHCC newsletter, website or email blast must do so through their chairperson, with text and/or graphics to be emailed to the Administrative Office who may then reach out to the Board Secretary. Newsletter announcements are due each month by the required date as stated in the newsletter.
6. **Reports**
  - a. Each committee (or subcommittee) shall maintain and publish a timely and formal record of each meeting in the form of minutes. Working groups shall publish a written report. Task groups shall publish their final documents. Copies shall be provided to the Administrative Office to keep a permanent record and provide membership reference. All minutes of meetings and reports will be published in the Board Book, once they have been approved by the committee members and will be posted on the Lake Holiday website after Board approval.
  - b. At the Board's request, the chairperson shall submit a special report in writing or by email of their overall activities and progress. At the Annual Meeting, a year-end committee report may be delivered at the Board's request to the general membership.
  - c. Ten (10) calendar days prior to the Board meeting, the chairperson shall electronically submit any matters that require Board approval to the Board President (who creates the agenda for Board meetings) and the Administrative Office. The action or information tab format (see Attachment A and B) shall be used for these submittals and include the required information within the specific tab. If relevant, Budget information should also be included. The tab must identify the date and the individual submitting the tab. The President will include the tab for potential placement on the agenda and in the Board Book for Board review and consideration.

## **SECTION D. DUTIES AND RESPONSIBILITIES**

1. **Chairperson/Co-Chairpersons**
  - a. Provide a roster so that committee/group members are verified for eligibility by the Administrative Office prior to scheduling any meetings. Chairpersons shall provide the Administrative Office with an up-to-date roster as new members request to join the committee/group. Additions to the roster shall be included in the monthly meeting minutes and provided to the Board.
  - b. Establish an annual meeting schedule and prepare / distribute a committee meeting agenda in advance of the meeting. Ensure meeting agenda and materials are provided to the Administrative Office at the same time they are provided to the committee members. Notify the Administrative Office of any changes to the start time and/or cancellation of scheduled meetings.

- c. Start the meeting on time, ascertain if quorum is present, follow the prepared agenda, ensure there is an open forum for visiting members, and include a summary of guest comments in the minutes.
- d. Use Goldberg's Rules of Order, or as modified in writing by the committee/group, to maintain good order and discipline of the membership during meetings. The Chairperson may dismiss a member from the meeting if they are repeatedly disruptive and the chairperson cannot conduct the meeting in accordance with the agenda.
- e. Keep minutes of each meeting, distribute the minutes to all committee members and provide an approved copy to the Administrative Office in a timely manner for the Association records.
- f. Keep the meeting moving and focused on the agenda, encourage participation and keep remarks to the point. Prevent general discussion and sidebar conversations because interest lags when attention is not focused. Allow only one person to speak at a time.
- g. Listen, remain open-minded and encourage free expression of ideas, opinions, and recommendations.
- h. Invite constructive criticism and courteous disagreement while ensuring civility of the discussion. Take appropriate action to eliminate the use of inappropriate language, verbal tone, or physical gestures during the debate of issues.
- i. Sum up what the speaker said. Encourage speakers to speak clearly, concisely, and audibly. If necessary, have speaker repeat points that may not have been heard or were clear.
- j. Avoid hasty actions resulting from a lack of time; instead, plan to continue the discussion at the next meeting. Halt aimless discussion by assigning further study or dismissing the item from the agenda.
- k. If pertinent, obtain agreement, or a recommendation to the Board, on the matter by a majority affirmative vote.
- l. At the end of the meeting, inquire to see if members felt that the topics were adequately discussed.
- m. Attend LHCC Board meetings when a committee report and recommendations in the form of a tab is being presented to the Board. It is recommended chairpersons attend all board meetings, if possible, to better understand the functioning, interactions, and decision-making process at the Board level.

## 2. Members

- a. Regularly attend and actively participate in meetings. If a member is unable to consistently fulfill obligations as a member, the individual should resign from the

committee/group; this is especially important because of quorum requirements. If three (3) meetings in a row are missed, the committee/group may vote to dismiss the member entirely from the committee/group.

- b. Do required homework, study agenda items prior to the meeting and complete research or reading in time to contribute effectively to the discussion at the meeting.
  - c. Reports or items for discussion should be written and submitted to the chairperson ahead of the meeting in enough time to distribute and be read by all members.
  - d. Keep focused on the agenda during the meeting.
  - e. Speak clearly and keep responses concise and to the point.
  - f. Do not engage in sidebar conversations. They are distracting to other members.
  - g. Exercise civility and moderation during debates. Do not use inappropriate language or verbal tone during discussions, including demonstrative physical gestures or body language. Members should conduct themselves, at all times, in accordance with the same Code of Conduct standards governing the Board.
  - h. Subsequent to a vote, support the decisions of the majority at all association events and meetings or provide a written statement of concerns regarding the decision that will be included in the minutes.
3. **Committee Terms of Office.** A committee chairperson, secretary and any other leadership roles shall be elected for a term of one-year by an affirmative majority vote at the first committee meeting following the Board Organizational Meeting each year. The name of the committee leaders, along with the roster, shall be provided to the Administrative Office following the committee's organizational meeting
  4. **Non-Discrimination**
    - a. Members of any committee/group shall not discriminate based on race, color, national origin, gender, sexual orientation, or religious belief.
    - b. The chairperson shall review and offer recommendations concerning complaints of discrimination from members with the LHCC General Manager and the President of the Board.

## **SECTION E. COMMITTEE CHARTERS**

1. **Mandatory Committees**
  - a. *Architectural Committee*

**PURPOSE:** The Architectural Committee's primary goal is to maintain and enhance property values in Lake Holiday.

RESPONSIBILITIES:

- i. Reviews requests for changes to current homes and properties and plans for proposed new home construction.
- ii. Reviews plans for initial building construction and upgrades to buildings on Lake Holiday owned property including common areas. The scope of review is limited to standards of external construction, renovation, site issues, landscaping, removal of trees on private lots, and preservation of the aesthetics of the LHCC community and environment.
- iii. Prepares and publishes Architectural Guidelines and Guidelines for Initial House Construction consistent with the Deeds of Dedication subject to final approval by the Board of Directors.

b. Compliance Committee.

PURPOSE: The Compliance Committee provides a peer review for any property owner alleged to have breached any of the requirements of Covenants of Deeds of Dedication, Bylaws, or Policies, Rules and Procedures (PRPs).

COMPOSITION

- i. No member of the Board of Directors may serve on the committee.
- ii. The Board Liaison and/or Board Director may attend the meeting but may not be present during deliberations.
- iii. The committee shall consist of a chairperson and no less than three (3) other property owners.

RESPONSIBILITIES: When resolution cannot be achieved through an informal process with the General Manager, and the person is alleged to be in noncompliance, the impartial committee members will review and make determinations in all such matters

c. Nominating Committee.

PURPOSE: The Nominating Committee coordinates and is responsible for LHCC election activities; and solicits qualified candidates for open vacancies on the LHCC Board of Directors. The committee shall be responsible for providing recommendations to the Board of Directors regarding all matters and documents relating to the nomination and election process.

COMPOSITION

- i. The committee shall consist of a chairperson and at least four (4) other members in good standing.
- ii. The committee members are approved by the Board no later than six months prior to the Annual Meeting and shall serve until a new Nominating Committee is formed.
- iii. There shall be a Board Liaison.

RESPONSIBILITIES:

- i. Promote nomination activities through newsletter articles, flyers, website, and other appropriate media to the membership.
- ii. Inform prospective candidates of director's responsibilities and practices.
- iii. Organize and conduct "Meet the Candidates" forums.
- iv. Monitor administration of election process, including mailings, and hiring a vote administrator as applicable.
- v. Monitor backup process for tallying votes in the absence of a vote administrator.
- vi. Provide guidance to candidates individually and through small group meetings.
- vii. Review election timelines in Elections and Voting PRP and coordinate scheduling with the Administration Office.
- viii. Participate on Election Challenge Review Panel in the event of an election challenge.

## 2. General Committees

### a. Activities Committee

PURPOSE: The Activities Committee promotes a community spirit throughout the year through coordinating a variety of community activities annually.

#### RESPONSIBILITIES:

- i. Plan, coordinate and promote annual community activities that may include, but not limited to the following:
  - Spring Fling
  - Memorial Day Event
  - Independence Day Event
  - Labor Day Event
  - Fall Fest
  - Trunk or Treat and spooky trail
  - Holiday Pot Luck
- ii. Advocates increased use of the clubhouse to enhance community social interaction.

### b. Buildings, Grounds and Safety Advisory Committee

PURPOSE: The Buildings, Grounds and Safety Advisory Committee, in consultation with the General Manager, shall provide recommendations to the Board of Directors upon their request or initiate ideas that require Board approval to implement improvements, address safety concerns and repair existing/proposed amenities and structures that are part of LHCC's common areas.

#### RESPONSIBILITIES:

- i. Research, investigate and obtain project and cost information for proposed improvements and repairs of common area amenities and structures, and ensure safety is considered in community modifications.
- ii. Aid in the planning process of implementing proposed improvements and any technologies and methodologies that require approval by the Board of Directors.
- iii. Communicate emergency evacuation routes, and develop community operating procedures, such as special event traffic protocols, etc.
- iv. Plans and proposes ideas to promote preservation of the environment.

c. Finance Committee

PURPOSE: Under the oversight and direction of the Treasurer, the Finance Committee shall make recommendations to the Board of Directors that ensure fiscally responsible policies and procedures are implemented.

RESPONSIBILITIES:

- i. Assist the Treasurer with the development of an annual budget, capital improvement budget, and the preparation / update of the Replacement Reserve Study, which anticipates the cost and schedule requirements to repair, renovate, and replace capital assets owned by the Association.
- ii. Monitor actual expenditures.
- iii. Oversee annual audit in accordance with state and local regulations.
- iv. Provide long term financial planning recommendations to the Board of Directors.

d. Lake Committee

PURPOSE: The Lake Committee recommends actions and projects to the Board of Directors for preserving and enhancing the health, conservation, and quality of the lake. The Committee works to promote safe and appropriate operation of recreation lake activities.

RESPONSIBILITIES:

- i. Initiate, investigate, and recommend policies and actions for maintaining and improving the health and preservation of the lake and shoreline including water quality testing, erosion and sediment control measures and aquatic vegetation control.
- ii. Recommend controls, conservation, and enhancements to the lake.
- iii. Recommend policies, procedures, and rules for lake recreational use including boat tests, boat registration / inspection.
- iv. Investigate and recommend improvements for use and design of the marina.

- v. Conduct a review of and update the lake Management Plan as needed; interface with lake management consultants.
- vi. Educate the community on best practices for preserving the health of the lake and safe recreational use.

e. Master Planning Committee (MPC)

**PURPOSE:** The Master Planning Committee's primary goal is to provide the community with a sense of direction. The MPC shall create and update a Master Plan for the Association that helps guide the Board of Directors and committees in the budget process for future enhancements to the community and current asset management.

**COMPOSITION:** There shall be at least one representative each from the Buildings, Grounds and Safety Advisory; Lake; and Finance Committees.

**RESPONSIBILITIES:**

- i. Review and update the Master Plan as required.
- ii. Conduct a survey every five years to address changing demographics, trends and amenity use.
- iii. Serve as the committee responsible for creating strategic plans based on all committee requests for capital improvement projects.

**SECTION F. ANNUAL REVIEW AND APPROVAL:** This document shall be reviewed and revised as needed, then approved by the LHCC Board of Directors.

## **SECTION G. ATTACHMENTS**

**Informational Tab**  
**Action Tab**

(SPECIFIC) **INFORMATION** TAB FOR BOARD  
(date)

**ISSUE :** (What is the information the Board needs to hear about?)

**BACKGROUND:** (Any additional information / history concerning the issue if needed.)

**ESTIMATED BUDGET INFORMATION:** (Is there budget information that goes along with this topic?  
If not, then remove this paragraph)

**PLANNED ACTIONS:** (What actions will the committee/working group take next, if any?)

**SPONSOR:** (Which Director is sponsoring this tab.)

(specific) **ACTION TAB FOR BOARD**  
(date)

**ISSUE:** (What is the problem that needs resolving?)

**BACKGROUND:** (Any additional information / history concerning the issue if needed.)

**ESTIMATED BUDGET INFORMATION:** (Where in the Budget should the money come from. Have you checked with the Treasurer? If you know what costs are. Etc.)

**SUMMARY:** (In a few sentences, identify what you have stated above.)

**RECOMMENDATION:** (State what outcome the committee would like to happen.)

**MOTION/ACTION:** (What you want the Board to vote on.)

**SPONSOR:** (Which Director is sponsoring this tab.)

**REVISION HISTORY**

<b>Revision</b>	<b>Approval Date</b>	<b>Subject</b>	<b>Revised Sections</b>	<b>Initialed for LHCC Records Entry:</b>
V1	1/29/2009	Reformatted & revised document for Election Task Force & Building, Grounds, and Safety Committee		
V2	4/27/2010	Reformatted document & updated committee charters	All	
V3	3/22/2011	Change "Task Force" to Committees and reorder	E	
V4	8/27/2011	Add Security Charter	E	
V5	2/28/2012	Made an Official Article & revised charters	E	
V6	7/24/2012	Re-identify document as a PRP		
V7	1/22/2013	Added "clubs" and "working groups"; updated committee charters, deleted defunct committees	B, C, E	
V7.1	2/26/2013	Land Advisory name and charter added	E.2.h	
V8	6/23/2013	General guidelines - Buildings & Grounds Committee	C.1, E.2.b	
V9	2/25/2014	Standing Committees, meeting schedule & attendance, committee charters	B.2.a, B.2.b, C.3, C.3.d, E.2.d, E.2.e	
V10	3/24/2015	Annual review, remove land, remove front gate, chair reports	B.2.a, C.5.a, C.6.b	
V11	6/26/2016	Add words to clarify roles & interaction; Finance Committee Charter	C.1.a, C.4, E.2.d	
V12	3/28/2017	Added "working groups"; simplified committee structure; added wording applicable to Mandatory Committees; added Master Planning Committee; added wording to promote more community involvement; restructured finance process; created new charter format; added charters for new committees - Master Planning, Security, Technology; removed Land Advisory Committee; removed Sanitary District Working Group	A, B, B.1.d, B.1.e, B.2.a, C.3.a, C.4.b, E.2.f, E.2.g, E.2.h,	
V13	7/25/2017	Revised scheduled start times for M-F and Sa-Su options. Revised Communication Committee to TechComm Committee to reflect merger with Technology Committee; added updated charter TechComm; deleted Technology Committee; fixed formatting issue & table with Revision History; created footer to automatically paginate document	3.C.a., E.2.c, E.2.h, Revision History	ALM
V14	1/23/2018	Change all references to Standing Committees to Special Committees; Clarify liaison roles; Revise meeting times requirements; Clarify 3 missed meeting requirements & actions; Add environmental bullet to B&G; Remove requirement for Chair to be Director from Master Planning	B.1.b, B.2.c, C.3.b, E.5, E.9	ALM
V15	09/11/2018	Clarify purpose, scope, composition for Nominating Committee.	E.3	ALM
V16	09/25/2018	Update to authorize Committees to approve members once eligibility validated instead of BOD; clarify MPC role in yearly projects budget & updates to capital improvement projects.	B.2.c & d, C.4.a	ALM
V17	08/27/2019	Add provision requesting all committee members to provide a valid email address to the Administrative Office; revise Nominating Committee "Purpose" for clarity and improved reading structure.	C.2.d; E.3	ALM
V18	01/28/2020	Revised MPC section to include Security Committee in Composition and revised Responsibilities, second bullet, to change survey from 3 years to 5 years	E.9	PMM
V19	04/26/2022	Updated committee chair responsibilities; Added the requirement for committees to follow the same rules, policies, procedures and code of conduct as the board; Added annual committee organizational meeting responsibilities; Clarified the role of the secretary in recording and approving meeting minutes; Added Task Groups in addition to updating the roles & responsibilities of Subcommittees and Working Groups; Updated committee member roster and meeting notification requirements; Clarified Authority and Financial Obligation limitations; Updated Communications and Building, Grounds & Safety Advisory Committee charters; Removed the Safety Advisory Committee charter; Added an Appendix with Board Tab formats and links.	All	PAM