

**ADMINISTRATIVE RESOLUTION NO. A19-003**

**Committees, Task Forces, and Liaisons**

WHEREAS, Article X of the Bylaws of the Exeter Homeowners Association assigns to the Board of Directors (“Board”) the authority to appoint other committees as deemed appropriate in carrying out its purposes; and

WHEREAS, it is in the best interest of the homeowners and Exeter Homeowners Association to have a uniform set of policies and standards to maximize the work of committees, task forces, and liaisons for the benefit of all residents of the community; and

WHEREAS, the Board of Directors has identified the need for such coordination to govern the rules, policies, procedures and to provide the scope for such assignments; and

WHEREAS, the establishment of this resolution shall supersede and abolish in their entirety the following resolutions: A97-007 Finance Committee; C98-005 Memorial Day Pool Pass Enforcement; A98-006 Local Advertising; A98-012 Board Liaisons; A98-013 Contract Point of Contact; A03-004 Landscaping Committee; A04-001 Committee Operating Procedures; A04-002 Community Events Committee; and A04-003 Pool Committee.

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Association does establish by this resolution to govern all committees, task forces, and liaisons to accomplish work within the scope provided and under the rules and procedures established.

**I. Governing Policies**

1. **Appointment of Members:** Association members in good standing may request in writing an appointment to a committee, task force, or liaison position. It shall be the responsibility of the Chairperson to keep a roster of members and provide it to the Property Manager.
2. **Removal of Members:** Any member of a Committee or Task Force or acting as a liaison may resign either verbally during a meeting, to be annotated in the meeting minutes, or at any time as submitted to the Property Manager in writing. Such resignation will take effect immediately. The Board of Directors may also remove a member at any time for any reason by a motion and a simple majority vote at a meeting and duly recorded in the meeting minutes.
3. **Meetings:** A Committee, Task Force, or Liaison may meet to conduct limited action items, contractor walkthroughs, follow-ups, or to complete tasks or research already determined in their scope or at a previous meeting. Otherwise, all meetings shall be open to residents.
4. **Point of Contact:** The primary point of contact with the Association shall be the Property Manager. Chairpersons or Liaisons officially appointed by the Board of Directors or by the determinations herein, shall have limited contact with contractors within the scope of the assignments and responsibilities specified herein.

5. **Policies:** All members, Committees, Task Forces, or Liaisons shall comply with all Exeter documents, including the Bylaws, Article X, Committees.
6. **Coordination:** Chairpersons shall work with other Committees, Task Forces, or Liaisons and the Property Manager to coordinate activities that may correspond, including providing information on meetings and actions for distribution to residents.
7. **Committee Policies and Procedures**
  - a. A Committee shall require a minimum of two (2) members. If only one (1) member is on the Committee, it shall be automatically relegated to a liaison position.
  - b. Committees shall be established and dissolved by the Board of Directors unless otherwise specified herein to assist in the long-term business of the Association.
  - c. Committee members shall be appointed by vote to the Committee or may be appointed by the Board of Directors. To be considered as a member of a Committee, an individual must attend a minimum of three (3) meetings out of six (6) consecutive meetings. Adding a Committee member shall be done by motion and a simple majority vote.
  - d. A Committee may remove a member by a motion and a simple majority vote, to be annotated in meeting minutes.
  - e. Any Committee member who fails to attend three (3) consecutive meetings without just cause, to be determined by the Committee Chair, or who fails to attend half of the meetings within twelve (12) months shall be automatically removed from the Committee and annotated in the meeting minutes.
  - f. A Committee Chairperson shall be elected from among the Committee membership by a motion and a simple majority vote. The Board of Directors may also elect to install a Chairperson at any time for any reason.
  - g. Committees shall operate according to Roberts Rules of Order, in accordance with any Board of Directors policy. All votes shall be conducted by a motion and a simple majority vote. A quorum of members must be in attendance. No member of the committee can sign a proxy to another committee member or homeowner to act or vote on behalf of the member in any meeting of the committees. If a Committee does not have enough members to meet, it shall be the decision of the Chairperson whether or not to reschedule or cancel the meeting.
  - h. Committees shall meet as often as necessary to complete its assigned responsibilities. All meetings of committees, to the extent provided by law, shall be open to the members of the Association.
  - i. Committees shall provide meeting minutes for any meeting held and provide a summary of recommendations, actions taken, and request for information or bidding to either the Board of Directors or Property Manager.
  - j. Only select Committees shall have the authorization to spend Association funds, which shall either be reimbursed or ordered through the Property Manager. Such authorization must be allowed in writing by the Board of Directors or specified herein. Only a Chairperson may direct the Property Manager to conduct such a purchase. If purchasing items that require reimbursement, all reimbursement requests shall be submitted by the Chairperson only. If a Committee member spends without prior authorization, then the responsibility shall be on that member for the expenses incurred and no reimbursement is required.
  - k. All contracts, records, and any discussions of contract pricing or negotiations shall be managed or conducted by the Property Manager only, or both. Committee members shall not discuss or negotiate contract pricing, modify contracts either verbally or in writing, or request additional work be performed by contractors.

- l. All papers, records, files, supplies, equipment and property acquired by the Association committees, whether obtained by gift or purchase, belong to the Association. The committee secretary, or in his/her absence, the chairperson, shall be the custodian of this property.

## **8. Liaison Policies and Procedures**

- a. A liaison shall be either appointed by the Board of Directors to conduct a limited scope of tasks or shall be acting on behalf a Committee without the minimum required members.
- b. Liaisons shall make written reports of all actions taken and submit them to the Board of Directors for any month that business was conducted in.
- c. If a Liaison is acting on behalf of a Committee without the minimum required members, then that Liaison shall also be governed by the rules, policies, and procedures specified herein.

## **9. Task Forces Policies and Procedures**

- a. The Board of Directors shall establish short-term Task Forces to conduct the business of the Association as deemed necessary.
- b. The Board shall appoint a Chairperson to the Task Force and all members.
- c. The Board shall determine, in writing, what authority the Task Force shall operate under.
- d. The Board shall determine, in writing, the scope and directive the Task Force shall operate under.
- e. Task Forces shall also be governed by the general rules, policies, and procedures specified for Committees herein.
- f. The Task Force shall provide business reports on a monthly basis, for any month during which business was conducted, to the Board of Directors.
- g. Once the work of the Task Force, as determined by the Board of Directors, is completed, the Task Force shall be dissolved and this action shall be recorded in the meeting minutes of the next regularly scheduled Board meeting.

## **10. Business Procedures:** All business to be conducted by a Committee, Task Force, or Liaison, unless otherwise specified in writing by the Board of Directors, shall follow this procedure:

- a. A proposed action item shall be made by motion in a meeting and approved by a simple majority. The Board may also assign an action item.
- b. Member(s) shall discuss the action item and make recommendations, through the meeting minutes or business reports.
- c. The Board shall review, at its determination, recommendations or proposals for action at regularly scheduled meetings, unless otherwise determined by the Board, and provide approval for consideration, decline an action item, or request further information.
- d. If approved for consideration, the recommendation shall provide a scope of work to be performed. If the scope was already provided and agreed upon by the Board, then the Property Manager shall send out the recommendation for bids or action, as deemed appropriate by the Board.
- e. If the scope was not provided, then the members shall provide a scope for the next regular Board meeting and subsequent action.

- f. Once bids are received, the Property Manager shall provide all bids to the Chairperson or Liaison.
- g. The member(s) shall then make a recommendation to the Board on the bids, which the Board will subsequently vote on.
- h. The member(s) shall follow up on the work performed and provide feedback in the meeting minutes or business report.

## II. Established Committees

### 1. Communications

- a. **Purpose:** The purpose of the Communications Committee is to manage the accounts and means for promoting the business of the Association in coordination with the Property Manager and with direction from the Board of Directors.
- b. **Responsibilities**
  - i. Keep a roster of account usernames and passwords used for communications and update them regularly with the Property Manager.
  - ii. Maintain physical and digital security of all information entrusted to the Committee.
  - iii. Adhere to strict standards for disseminating information in accordance with professional behavior and a family-friendly environment.
  - iv. Manage the creation and dissemination of the community newsletter.
  - v. Manage the website, social media account, and email blasts and the content included therein.
  - vi. Manage a digital library of general Association documents, records, resolutions, newsletters, and forms.
  - vii. Help develop forms, advertisements, and other material as requested or directed and to encourage dissemination through mailings and digital media.
  - viii. Help manage other accounts as needed to conduct the responsibilities outlined.
  - ix. **Rights:** The Committee may make limited purchases related to web services, print services, and advertising, as needed and in accordance with Board recommendations and the allocated budget for such activities.

### 2. Events

- a. **Purpose:** The purpose of the Events Committee is to maximize enjoyment of the Association's facilities, grounds, and common areas and to encourage resident awareness, happiness, and sense of belonging to the community for the benefit of the Association.
- b. **Responsibilities**
  - i. Propose and adopt an approved schedule of events for each year in January.
  - ii. Maintain fiscal austerity and develop a budget for events, including the purchase of and reimbursement for items necessary for each event.
  - iii. Events shall not run over the allocated budget without redistributing budget from another event. At the end of the year, the Committee's expenditures must not exceed its budget.
  - iv. Promote equitably and fairly all events for the enjoyment of residents.
  - v. Maintain a safe environment.

- c. **Rights:** Members may make purchases as approved by the Chairperson for an event and file a reimbursement request through the Chairperson including but not limited to food, decorations, and activities.

### 3. **Landscaping**

- a. **Purpose:** The purpose of the Landscaping Committee is to maximize the benefits of the community grounds, facilities, and common areas, with the exception of the pool, to all residents of the community and to encourage participation and use of the community grounds by all members of the Association.
- b. **Responsibilities**
  - i. Develop and review, where necessary, rules, regulations and policies for the use of the common grounds, paths or facilities of the Association.
  - ii. Review the contract for grounds maintenance, assigned proposals, or approved recommendations.
  - iii. Develop and recommend a master landscape plan, to include improvements to existing areas and ongoing maintenance to the Board of Directors and oversee the implementation of the plan upon approval.
- c. **Rights**
  - i. The Committee has limited spending authority when performing a task pre-authorized by the Board of Directors, such as a volunteer community improvement activity.
  - ii. The Committee may perform season walkthroughs with the grounds management contractor.

### 4. **Pool**

- a. **Purpose:** The purpose of the Pool Committee is to maximize the benefits of the community pool, pool house, and adjacent areas to all residents of the community and to encourage participation and use of the pool by all members of the Association.
- b. **Responsibilities**
  - i. Develop rules, regulations and policies for the pool and pool house.
  - ii. Review the contract for pool management, pool repairs, assigned proposals, or approved recommendations.
  - iii. Provide additional training, monitoring, and support of the lifeguards in accordance with the pool management contractor.
  - iv. Provide recommendations for the maintenance and repair of the pool or pool house, for the replenishment of furniture and supplies, and additional enhancements as deemed necessary.
  - v. Coordinate with the Board of Directors, Property Manager, or pool management contractor to oversee or provide for limited repairs and improvement, as agreed upon by the Committee or deemed necessary for the uninterrupted operation of the pool, as well as items including but not limited to landscaping prior to season opening, storage and security after season cleanup, minor installations of recurring or small hardware for the opening and continued maintenance of the pool, and signage for safe operation.
  - vi. The Committee may waive the necessity for pool passes for limited applications including but not limited to Memorial Day and social events.
- c. **Rights**

- i. The Pool Committee may purchase items for reimbursement or as coordinated through the Property Manager as noted in the Committee's responsibilities.
- ii. The Committee may modify pool rules, policies, and procedures as deemed necessary for the safe operation of the facility.
- iii. The Committee may modify forms as needed to account for changes in technologies, requirements, and other important factors.

## 5. **Safety**

- a. **Purpose:** The purpose of the Safety Committee is to provide regular updates from local officials regarding police activity, Town activity, traffic and construction activities, and other sources where they relate to the safety and general well-being of residents and the Association.
- b. **Responsibilities**
  - i. To attend local meetings, when possible, where business is discussed that affects the safety and well-being of the community.
  - ii. Liaise with local police departments and sheriffs' offices to provide regular information regarding concerns as directed by the Board of Directors with the goal of increasing safety in the community and to report back to the Board on any information provided by such sources.
- c. **Rights**
  - i. Representatives for the Committee may discuss on behalf of the Association items of concern with officials as directed by the Board of Directors.