

## **Discussion Item**

# Committee Meetings

**PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION**

**ADMINISTRATIVE RESOLUTION NUMBER SIX**

**ORGANIZATION AND OPERATION OF STANDING COMMITTEES**

**RELATING TO MANNER OF ORGANIZATION AND OPERATION  
OF BOARD APPOINTED STANDING COMMITTEES**

**WHEREAS**, Article III, Section Two of the Parkfairfax Condominium Unit Owners Association Bylaws assigns the Board of Directors with “. . . all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association," and further states that the Board of Directors " . . . may do all such acts and things as are not by the Condominium Act, The Declaration or by these Bylaws required to be exercised and done by the Unit Owners Association”; **AND**

**WHEREAS**, the Board of Directors wishes to establish standing committees to advise and assist it in preserving and enhancing the community; **AND**

**WHEREAS**, such committees need developmental guidelines;

**NOW THEREFORE BE IT RESOLVED THAT**, the Board of Directors does promulgate, except where noted otherwise, the following guidelines on organization and manner of operation of standing committees.

**MANNER OF ORGANIZATION**

1. **MEMBERSHIP:** Any owner or resident may join the committee. The Committee Recorder is responsible for keeping a roster of committee members.
2. **CHAIR:** The Chair and Alternate Chair must be owners in good standing who are designated by the committee subject to the Board’s confirmation and serve subject to the Board of Director’s confirmation. (Alternate Chairs will serve in the absence of or inability of the Chair to act).
3. **VACANCIES:** The Board of Directors may remove a Chair with or without cause. Vacancies of the Chair shall be filled by the Alternate Chair, subject to confirmation of the Board of Directors, and the committee will elect a new Alternate.
4. **RECORDER:** The Chair will designate a Recorder from among the members of the committee. The Recorder shall be responsible for keeping the committee membership roster, recording minutes of all committee meetings and in general,

maintaining written documentation on committee decisions and activities. Further, the Recorder shall keep a record of funds expended under the committee's allocation from the Board of Directors.

5. **SUBCOMMITTEES:** From time to time, the committee may create from among its membership, such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the committee.

The committee Chair may form a subcommittee by appointing volunteers from the standing committee.

Subcommittee activities shall be regularly reviewed by the Committee Chair and the committee.

## **MANNER OF OPERATION**

Standing Committees are to operate within the following parameters; consistent with such parameters the committee may establish such rules and methods of operation as it deems necessary:

1. **FUNCTIONS:**

- A. Functions of the Standing Committee include the following:

1. Assessing conditions and needs in the area of committee responsibility.
    2. Adopting goals and objectives.
    3. Establishing priorities for committee and subcommittee activities.
    4. Proposing rules and guidelines relative to the committee's area of operation, for adoption by the Board of Directors.
    5. Reviewing Committee Terms of Reference.
    6. Developing the annual committee budget request.
    7. At the request of the Board of Directors, hold hearings.
    8. Perform other functions as directed or approved by the Board of Directors.

- B. Functions of the Chair including the following:
1. Coordinate and supervise the committee activities and meetings to assure that committee responsibilities are met.
  2. Prepare monthly committee reports for submission to the Board of Directors. Committee reports must be submitted to the General Manager, for inclusion in the Board package, one week prior to the Board of Directors meeting.
  3. Serve a budget review function for the committee, to assure that funds are being spent as allocated, or to determine if adjustments are necessary in the funds allocated to the various subcommittees.
- C. The Chair or the committee may also establish such subcommittees as are deemed necessary, and in so doing shall:
1. Determine purpose, scope and objectives of the subcommittee.
  2. Appoint its members.
  3. Supervise subcommittee activities and review subcommittee reports.
  4. On a periodic basis, review and evaluate subcommittee activities to determine if it should be disestablished or merged with another subcommittee, according to the following criteria:
    - A. Does the need still exist which the subcommittee was created to meet?
    - B. If yes, is the subcommittee the most effective mechanism for meeting that need, or might some alternative work better?
- D. Functions of a subcommittee include the following:
1. Performing tasks as assigned by the committee or the Chair of the committee.
  2. Submitting monthly written reports to the Chair.
  3. Proposing rules or guidelines relative to its area of responsibility, for consideration by the committee, the Chair, or the Board of

Directors, as appropriate.

2. **MEETINGS:**

- A. Regular meetings of the full standing committee shall be held at least once each month. Meetings may not be conducted on the same evening when a meeting of the Board of Directors is in session.
- B. Subcommittee meetings should be held at least monthly for as long as it takes the subcommittee to complete its task, which may be a special project of short duration, or an on-going task.

3. **REPORTING AND CHANNELS OF COMMUNICATION:**

- A. The Chair of the standing committee shall submit regular monthly written reports to the Board of Directors. Such reports shall include at least the following:
  - 1. Summary of activities during the past month.
  - 2. Any problems encountered and any assistance requested.
  - 3. Number of members (by name) at last meeting.
  - 4. Plans for coming month.
  - 5. Itemized listing of expenditures, if any.
  - 6. Itemized listing of income, if any.
  - 7. Recommendations or proposals, if any, with supporting rationale.
- B. Each subcommittee Chair shall submit to the Chair of the standing committee, written reports as necessary. Such reports shall address all the topics required in committee reports to the Board of Directors.
- C. The Recorder shall prepare and submit through the Chair to the Board of Directors, minutes of all committee meetings.
- D. In the recognition that certain subcommittee and committee business must be transacted faster than what is permitted by the written report schedule, verbal requests for information or assistance may be transmitted from the subcommittee Chair to the standing committee Chair and from there to the

appropriate party and back via the same route, unless other channels have been proposed and approved by the Board of Directors.

- E. Any correspondence or other communication, purposing to represent Parkfairfax or the Unit Owners Association, from a committee to a person or authority outside the Association, must be approved by the Board of Directors and reviewed by Management prior to issuance or contact.
- F. Any communication from a standing committee to residents shall be governed by the appropriate Terms of Reference for the standing committee.
- G. Any committee wishing to do any sort of survey must first present the survey to the Board of Directors for approval.

3. **COOPERATION BETWEEN COMMITTEES:**

- A. Because certain subjects covered in the Terms of Reference of Standing Committees may overlap with functions of other committees, the committees shall coordinate efforts with such other committees as necessary.

February 1999

**EXHIBIT A**

**ADMINISTRATIVE RESOLUTION NUMBER SIX**

**STANDING COMMITTEES COVERED**

**APPOINTED CHAIRS**

BOARD FOR PLANNING AND POLICY DEVELOPMENT	CHARLES LUNATI
BUILDINGS AND UTILITIES	BONNIE COCKMN
COMMUNICATIONS	VACANT
COMMUNITY ACTIVITIES	VACANT
FINANCE COMMITTEE	BONNIE COCKMAN
LANDSCAPE COMMITTEE	SCOTT KNUDSEN & RICK CHASSE
RECREATION COMMITTEE	MARC REILLY
WOODLANDS COMMITTEE	SCOTT KNUDSEN