

Tuscany Subdivision at Tampa Palms Owners Association Committee Operating Guidelines

COMMITTEE PURPOSE

The purpose of a committee is to assist the Officers of the Board regarding their given area of responsibility and to bring to the Board information on which action and decisions may be based.

COMMITTEE STRUCTURE

Generally, a committee should consist of three or five members. The Board will appoint one of its members to be a Liaison to each committee. The Chair of each committee will be the spokesperson for that committee. A member of the Board may chair a committee. Committees may be formed, re-organized or disbanded at the discretion of the Board.

COMMITTEES IN RELATION TO THE OFFICERS OF THE BOARD

Only the Board may enact and implement policies, rules and guidelines for the Association, or assume obligations on the Association's behalf, in accordance with and except as otherwise provided in the Association's governing documents. The function of Board appointed committees, except as specifically stated in the governing documents concerning the Compliance and Architectural Committees, is to evaluate issues, conduct background work, and to make recommendations to the Board from time to time concerning those matters delegated by the Board to the specific committee.

The committees will be given specific tasks in their descriptions. Each committee will have a "job description" that will describe the duties and expectations for committee activity. Under no circumstances will a Committee Chair or committee member speak on behalf of the Board. It is very important for the Committee to bring to the Board conclusions and recommendations in a timely manner. Recommendations should be supported by research, data and, when so directed by the Board, estimated costs. This is essential for the Board to make decisions in a timely manner and essential to the overall effective management of the association.

COMMITTEE MEETINGS

Committees will meet when appropriate to their assignment. The meeting should take place at the time, place and discretion of the Committee. A designated person on the Committee will take notes to allow for proper reporting to the Board. Notes of select committees will not be considered minutes and do not need to be recorded or on file with the Association. The time and place of the meeting should be announced to the Board of Directors, so Board members can attend, if appropriate.

COMMITTEES IN RELATION TO VENDORS

Unless otherwise directed by the Board, Committees, their Chairs or any member thereof shall not give direction, including the asking for bids, reports, or any such item, to any vendor who is contracted to the association. All requests for vendor action must be done via the Association office through direction of the Board.

COMMITTEES IN RELATION TO MANAGEMENT

Unless otherwise charged by the Board, Committees, their Chairs or any member thereof shall not, at any time, give direction to management, including clerical and/or staff members, without the approval of the Board. Committees shall gather and correlate their own information and prepare their reports, unless other arrangements are made in advance and approved by the Board and management. Committees shall inform management of all deliveries, funds expended in expectation of reimbursement or funds required for authorized purchases in time for management to make arrangements for such. All expenditures must be approved by the Board of Directors in advance and in compliance with the annual budget.

COMMITTEES AT THE BOARD MEETINGS

Generally, each Board meeting agenda will have a place for receipt of committee reports. Committee Chairs are not required to be at the Board meeting. If a committee has an issue or request that requires Board action, the committee Chair or appointee may appear before the Board under the committee report agenda item to make the request. on a monthly (or as is appropriate) basis unless they have asked not to be included.

CONCLUSION

Although these Guidelines may seem cumbersome, please remember the ultimate goal is to facilitate the smooth operation of the Association. Timely preparation of reports with all information pertinent to the subject allows the Officers of the Board to make well-informed decisions, which in turn can be recorded and implemented in an efficient and professional manner.