

GOLDER'S GREEN HOMEOWNERS ASSOCIATION

COMMITTEE GUIDELINES AND DESCRIPTIONS

I. PURPOSE:

To establish policies governing the establishment and operation of committees of the Golder's Green Homeowners Association.

II. OBJECTIVES:

- A. To provide an effective framework for establishment of committees necessary to accomplish functions of the Golder's Green Homeowners Association.
- B. To provide a clear understanding of the relationship between the Board of Directors and the committees.
- C. To insure that committee chairpersons and members understand the roles and responsibilities of the various committees.
- D. To encourage volunteerism and committee participation among members of the Golder's Green Homeowners Association.

III. RESPONSIBILITIES:

A. Board of Directors

1. The Board of Directors is responsible for oversight, direction and supervision of all committees.
2. The President of the Board of Directors shall be an ex-officio member of all committees. The President or a Board member assigned by the President shall be the primary point of contact for all committee chairpersons.

B. Committee Chairpersons

1. With the exception of the Architectural Control Committee, all Committee Chairpersons may be appointed by the President with the approval of the Board, or be elected annually by the Committee membership at a meeting of the full committee.
2. The chairperson of the Architectural Control Committee shall be appointed from the membership of the Architectural Control Committee by the President of the Board of Directors with the approval of a majority of the Board of Directors.
3. Committee Chairpersons may not chair more than one committee simultaneously.

circumstances require action at another time. Such circumstances shall be documented.

- c. The ACC is responsible for developing draft architectural standards and related regulations for submission to the Board of Directors for approval. When considering major new areas or controversial areas where policy is not clear, the ACC shall administratively deny the initial application and refer suggested draft standards to the Board of Directors for review before taking action, if feasible under the circumstances.
- d. The ACC is responsible for enforcement of architectural standards and related regulations as directed by the Board of Directors.

B. Grounds Committee

1. Organization

- a. The Grounds Committee shall consist of a Chairperson, a Recording Secretary, and any number of members.
- b. The Grounds Committee may establish such subcommittees as are necessary to carry out its responsibilities.

2. Functions

- a. The Grounds Committee is responsible for monitoring and supervising maintenance of all common areas. The common areas include the parking lots, the entranceway, common area landscaping, sidewalks, buffers, and other common areas with in Golder's Green.
- b. The Grounds Committee shall make appropriate recommendations to the Board of Directors concerning regulations, budget, planning, contracts, reserve funds, and other areas related to facilities and grounds.
- c. The Grounds Committee chair shall maintain close liaison with the management company on facilities and grounds issues.

C. Newsletter Committee

1. Organization

- a. The Newsletter Committee shall consist of a Chairperson, a Recording Secretary, an Editor, and any number of members.

2. Functions

- a. The purpose of the Newsletter Committee is to provide mechanisms for keeping the members of the Golder's Green Homeowners Association informed as to Association events and activities and topics of significant interest to the community, under the direction of the Board of Directors.
- b. The Newsletter Committee shall publish at least four (4) issues of the newsletter annually.
- c. The Newsletter Committee shall perform such additional communications and functions as directed by the Board of Directors.

Directors may delegate purchasing authority by a majority vote when necessary and appropriate.

B. Budget

1. Each group leader shall insure that each committee shall provide budget recommendations to the Board of Directors for their committee area of responsibility not later than September 1 each year.
2. Each committee shall be responsible for complying with budget limits during the budget year. Overages must have Board of Director's approval.

C. Financial Administration

1. Original receipt must be obtained for all purchases and expenses.
2. Original receipts must be turned into the Treasurer as soon as feasible after the expenditure. Some receipts may be appropriate to go directly to the management company, but this will be decided by the appropriate committee chair or group leader in consultation with the Treasurer of Board of Directors on a case by case basis.