

SROA RESOLUTION NO. 112

SUNCADIA RESIDENTIAL OWNERS ASSOCIATION OWNERS ADVISORY COMMITTEE CHARTER

WHEREAS, it is in the best interest of the homeowners and Suncadia Residential Owners Association (Association) to have a committee to act as advisors to the Board of Directors and to act as an advocate for Owners in all aspects of property ownership in the Association. The committee will listen to and give a voice to Owners, and recommend positive changes, additions and adjustments to the Board of Directors with the intent of enhancing the community experience; and

WHEREAS, the Board of Directors has identified the need for such a committee;

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Association does establish by this resolution a committee as a special committee of the Association whose powers are only advisory in nature; and whose purpose is to insure that members of the Association are kept informed of events and policies of relevance to the Association and that the Board of Directors are kept informed of issues of relevance to the Owners;

There is established herein a special committee to be known as Suncadia Residential Owners Association Owners Advisory Committee (Committee).

PURPOSE

The Committee is to assist the Board of Directors in its efforts to preserve, protect, enhance and communicate with the Owners by providing information and recommendations pertaining to Association matters.

ORGANIZATION

There shall be no less than seven (7) and no more than thirteen (13) members on the Committee. Committee members shall be appointed by and serve at the discretion of the Board. An Association Board member as well as the past president shall serve as an ex-officio member of the Committee.

MEMBERSHIP

Committee members must be members in good standing of the Association. The first Committee members shall serve either two- or three-year terms based on a lottery to be held at the first official meeting of the Committee. Future members will serve two year terms. Members' terms shall be staggered so that the terms of no more than three (3) members expire in any one year. Committee members may be considered for re-appointment if needed to provide continuity or expertise.

OFFICERS

Qualifications: After the initial year, all officers must have been a member of the committee for one year. The originally appointed officers shall serve terms as follows: Chairperson and Vice-chairman shall be elected for a period of two (2) years and Secretary for one (1) year. Subsequent terms will be two (2) years.

1. Chairperson: The Committee Chairperson shall be selected by the Committee. The Chairperson shall:
 - a. Schedule and conduct meetings;
 - b. Send notice of meetings in advance of each meeting to all members by hard copy, fax, email or similar means;
 - c. Act as a liaison between the Committee, the Board and the Association Manager.
 - d. Communicate Board directives to the Committee and;
 - e. Report Committee recommendations to the Board.

2. Vice-chairperson shall:
 - a. Assist the Chairperson in the performance of his/her duties, and
 - b. In the event of absence or incapacity of the Chairperson, is empowered to perform all duties and exercise all authority vested in the Chairperson.
3. Secretary: The Committee Secretary shall be appointed by the Chairperson. The Secretary shall be responsible for:
 - a. Ensuring that notes of the meeting are recorded and records of the meetings are maintained;
 - b. Ensuring that records are maintained for any actions undertaken outside of a meeting; and
 - c. Other administrative duties as assigned by the Chairperson.

QUORUM AND VOTING

A Quorum shall be the majority of the members of the Committee, and all members of the Committee have the power to vote.

ADMINISTRATION

1. **Meetings**: The committee shall meet at least quarterly prior to the quarterly Board meetings or more frequently at the discretion of the Chairperson. Any Committee member that misses two (2) concurrent meetings without being excused by the Chairperson will be deemed to have resigned his/her position.
2. **Agenda**: The agenda shall be set by the Chairperson. The Chairperson or designee will circulate agendas and any relevant documents/presentation(s) at or in advance of each meeting, with copies to the Secretary.
3. **Notes**: The Secretary will record notes of each meeting and submit them to Management for approval prior to communicating to Owners.
4. **Review and self assessment**: The Committee will conduct an annual self-assessment of the effectiveness of the Committee. The assessment shall cover at a minimum: committee membership, process, information flow and responsibilities. This assessment will be presented to the Board.
5. **Reporting**: The Chairperson shall report on its activities and make recommendations by submitting a written report at least ten days in advance of a regularly scheduled Board meeting. The Chairperson or designee may present the report at any regular Board meeting. The Committee will make a presentation at the Annual Meeting.
6. **Vacancies**: In the event of member resignation, the Committee will submit a list of names for replacements to the Board for approval.

FUNCTIONS AND RESPONSIBILITIES

1. The committee shall:
 - a. Communicate with the Owners and represent their issues of relevance to the Association to the Board of Directors;
 - b. Make suggestions to the Board of Directors on enhancements, programs or projects that the Owners desire;
 - c. Assist the Board in researching and implementing Board-approved projects that benefit the Owners; and
 - d. Assist the Board of Directors as the Board feels necessary.

This resolution is adopted and made a part of the minutes of the January 26, 2010 Board of Directors meeting.

ATTESTED BY: _____
Secretary

TO: Association Owners Advisory Committees
From: Association Board of Directors
RE: Clarification of Roles and Responsibilities
Date: September 30, 2011- Revised

Individuals, committees and board members need to be very careful about their communications. Neither they nor the Associations are protected from liability for libel, slander, defamation, invasion of privacy or business interference. In order to protect the Associations, committees and individual owners must be careful to keep all communications and work on the level of policy and procedure. It is one thing for an individual to talk directly to their neighbor about resolving a problem between them, but it is entirely different to communicate with third parties. Individual situations should never be emailed or e-blasted or otherwise communicated directly to anyone other than management staff who will handle every situation in a consistent, uniformly careful, private and respectful manner. A person or organization can be liable for damages, even if they are technically accurate, if they go about it in a manner that causes unwarranted harm or damage. **All intra committee correspondence must include Management.**

It is for these reasons that the Boards of Directors would like to review the functions and responsibilities of the Owner Advisory Committees as noted in their Charters:

FUNCTIONS AND RESPONSIBILITIES

1. The committee shall:
 - a. Communicate with the Owners and represent their issues of relevance to the Association to the Board of Directors;
 - i. *This communication is to be in the form of written letters/emails, surveys, and/or forums. All communication is to be preapproved by management or action of the Board before distribution.*
 - ii. *Individual homeowner concerns or questions should be forwarded to Community Associations Management - CommunityAssociations@suncadia.com or 509-649-6270*
 - b. Make suggestions to the Board of Directors on enhancements, programs or projects that the Owners desire;
 - i. ***Within the scope of authority of each individual Association, using letters/emails, surveys, and/or forums, solicit the owners concerning programs and enhancements that they desire. All communication is to be preapproved by management or action of the Board before distribution. The Committee must show documentation to validate the opinions and desires of the owners before action is taken. Many actions will have a financial consequence and the Board must validate that the majority of owners are in favor of these actions.***
 - ii. *The Advisory Committees act on behalf of all members of the Association and for the benefit of the community as a whole. The opinions of the Committee are not to be represented as the opinions of the community unless validated by survey or poll.*

- c. Assist the Board in researching and implementing Board-approved projects that benefit the Owners; and
 - i. *The Committee will present the above to the Boards of Directors at their regularly scheduled meetings. The Board will approve/disapprove projects or enhancements as they feel appropriate. No action can be taken by the Committee prior to approval by the Board.*
 - ii. *The Committee will submit their report as defined in the attached style guide sample.*
 - iii. *Reports are to be factual and proactive with recommendations that are free from criticism, defamation or personal opinion.*
- d. Assist the Board of Directors as the Board feels necessary.
 - i. *The Board will explicitly assign tasks to the Committee to undertake. Unless it has been authorized by Board action, the Committee has no authority to act.*
 - ii. *The Committees are not empowered as a standards enforcement authority but rather will report to the Board advising about policies and procedures it thinks should to be enacted or modified.*
 - iii. *Individual Committee members acting solely as an owner may report alleged violations of community standards in the following manner:*
 - 1. *All reports are to be made to the Community Associations Management in confidence.*
 - 2. *Any reports containing personal information/addresses must specifically be noted as “confidential- not for distribution”*
 - 3. *No report of alleged infraction can be cc’d or bcc’d to any other person.*
 - 4. *There may be no defamation of fellow property owners or commercial entities. This pertains to both written and verbal communications.*
 - 5. *No opinions or judgments shall be rendered concerning the fault or intent of any supposed violator.*
 - 6. *Only Community Associations Management will investigate alleged violations. They will determine the process for notice or enforcement. Processes will be followed as directed by Board adopted policies and procedures.*
 - 7. *No individual owner is empowered to direct staff to take enforcement action in any manner.*
 - 8. *All rules and regulations shall be enforced equitably and no class of owners shall be singled out for additional scrutiny.*

The mission of the Committees is to make owners [Residential (rental and non-rental), Private Amenities and Commercial] feel heard and welcomed rather than policed or harassed.

Owner Advisory Committee Report

Report for Board of Directors/Annual meeting on _____

Submit a copy of this report to the Association President and Secretary at least ten days prior to each Board meeting and two weeks prior to the Annual meeting.* Keep a copy for the Committee records.

Committee Meeting Dates: _____

Committee Chair: _____

Committee Members: _____

Board assigned projects (Projects) and estimated completion dates: (include Summary of activities related to the Projects:

Items needing Board action: (Write a motion explicitly stating the action needed to be taken by the Board)

Circle one: I will make an oral report to the Board. (Estimated time needed.) _____

I will only submit a written report.

Date

Submitted by

*Meeting dates referenced: Board Meeting: October 21, 2010; Annual Meeting date: December 4, 2010
Reports are to be factual and proactive with recommendations that are free from criticism, defamation or personal opinion.