



**PONDEROSA PINES PROPERTY OWNERS ASSOCIATION
53275 PONDEROSA WAY
LA PINE, OR 97739**

**Committee Operating Procedures
Addendum 1**

Effective: March 30, 2013

Revision 2 March 26, 2015

The Board of Directors establishes ad hoc committees for the Ponderosa Pines Property Owners Association (PPPOA). They are advisory to the Board of Directors for the purpose of performing research and making recommendations on specific issues as defined in their charters, and/or those specifically requested by the Board. Every year the Board will re-evaluate the need for each ad hoc committee to continue. Ad hoc committees are dissolved when their work is completed. The governance committees have limited authority to take action for the Board as defined in their charters.

COMMITTEE PURPOSE

To assist the Board of Directors in regard to their responsibilities and to bring to the Board information for which their action and decisions may be based.

COMMITTEE STRUCTURE

- 1) All committees follow Roberts Rules of Order when conducting meetings.
- 2) A committee should consist of no less than three and no more than ten members.
- 3) The Board will appoint one to two of its members to be a Liaison to each committee. The Board member(s) will be without voting authority.
- 4) Committees may be formed, re-organized or disbanded at the discretion of the Board.
- 5) The Board of Directors will elect the Chairman for each Committee. The committee members will establish by election the officers of each committee at the first committee meeting. The Chairman of the committee will be the spokesperson for that committee.
- 6) The Board approves the roster of the committee membership annually during their first meeting in January. If the committee is created anytime after January, the roster will be approved at the Boards' first meeting after the committee was created.
- 7) Vacancies in committee membership positions will be reported by the committee Chair (or representative) at monthly Board meetings. Notices will be given by the Board to association members by email and posted to fill these positions.
- 8) Committee members may be removed for lack of contribution or disruption of the committee. Removal of a committee member will be performed by the Board and based upon the recommendation of the committee Chair and/or the Board liaison.
- 9) Committees will meet at the call of the Committee Chair or at the request of The Board, to consider matters assigned under the Committee's charter.
- 10) The committees will meet once per month or when appropriate to their assignment. The meetings should take place at the time, place and discretion of the committee and allow for part-time members to participate.



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- 11) Meeting notices - The Chair will notify the Webmaster of the committee meeting schedule no later than three (3) days prior to the meeting day for posting to the Association website. The Chair will notify the Board Secretary of all meeting notices for posting by email and at the Mail Center.
- 12) The Committee Secretary will take notes or minutes (including the typing of those reports), which will be given to the Association Secretary for appropriate recordation and/or filing. Committees shall, when preparing written Committee Report, ensure The Board receives the report, via the Association Secretary, no later than six working days prior to the upcoming Board meeting. Committees will give all meeting information and reports to the Association Secretary for distribution to the Board and for inclusion in the newsletter, website, or other communication media, as necessary.
- 13) Committee meetings are attended by committee members and Board liaison, and when necessary by the Commons Manager and Roads Manager, members and vendors. Those present are community volunteers or others dedicated to the best interest of the PPPOA. An environment of respect and dignity is expected among all those in attendance during discussions and conduct of business.
- 14) Committees are expected to work and interact with the Board as needed. Questions arising from committee activity will be directed through the committee Chair to the Board's liaison assigned to each committee and forwarded to the Association Secretary for distribution and response. Where multiple liaisons exist, one Board Liaison will be assigned to facilitate the communication.

COMMITTEES IN RELATION TO THE BOARD OF DIRECTORS

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 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.

Generally, committees should be given specific tasks at a Board meeting so recordation and follow up can be accomplished in a timely manner. Each committee will have a "charter" that will describe the duties and expectations for committee activity.

If a committee begins to investigate an issue without specific direction from the Board, the committee must inform the Board of the committee action at the next Board meeting and must request authority from the Board to continue the investigation 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. Data, though very important, cannot stand-alone and must be supported by



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recommendations. This is essential for the Board to make decisions in a timely manner and essential to the overall effective management of the association.

All committee actions done under the direction of The Board, or in accordance with the committee charter, will be reported to the Association Secretary. All expenditures of funds must be authorized by the Board and accomplished through the Association Treasurer.

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 Board.

If the Committee has, with the permission of the Board, gone directly to a vendor with any request, the Committee shall ensure the Management (Commons Manager or Road Manager) and The Board receive a copy of all information regarding that contact for the Association records.

COMMITTEES AT BOARD MEETINGS

Generally, each Board meeting agenda will have a place for the receipt of committee reports. While the committee is active, the Committee Chair (or representative) maybe required to attend Regular and Special Board meetings to provide a status report of committee activities. If a committee has an issue or request which requires Board action, the committee Chair or representative may appear before the Board under the committee report agenda item to make the request on a monthly basis, or as appropriate, unless they have asked not to be included.

CONCLUSION

These procedures are not intended to be 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 Board to make well-informed decisions, which in turn can be recorded and implemented in an efficient and professional manner.



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Revision 2 Explanation of major changes:

Page 1

Opening paragraph. First word "Special" in the second to the last sentence has been removed. The sentence now starts "Ad Hoc.....".

Committee Structure - sentences

7) second sentence rewritten: Notices will be given by the Board to association members by email and posted to fill these positions.

10) last sentence "The meeting notice..." has been deleted.

New sentence 11 added changing the remaining sentence numbering system.

11) Paragraph rewritten: Meeting notices The Chair will notify the Webmaster of the committee meeting schedule no later than three (3) days prior to the meeting day for posting to the Association website. The Chair will notify the Board Secretary of all meeting notices for posting at the Mail Center.

12) Text added after first sentence: Committees shall, when preparing written Committee Report, ensure The Board receives the report, via the Association Secretary, no later than six working days prior to the upcoming Board meeting. Committees will give all meeting information and reports to the Association Secretary for distribution to the Board and for inclusion in the newsletter, website, or other communication media, as necessary.

COMMITTEES IN RELATION TO VENDORS

Move third paragraph into Committee Structure under sentence 12.

Moved fourth paragraph under this section to the last paragraph under **COMMITTEES IN RELATION TO THE BOARD OF DIRECTORS**