



Ponderosa Pines Property Owners Association
53275 Ponderosa Way
La Pine, OR 97739

January 27, 2026
Committee Operating Procedures
Revision 3, 1-27-2026

The Board of Directors may establish a committee 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 specifically requested by the Board.

The Board will evaluate the need for a committee. Ad hoc committees are dissolved when their work is completed. A standing committee is ongoing with tasks.

Committee Purpose

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

Committee Structure and Membership

- **Size:** Committees shall have no fewer than three and no more than ten members.
- **Appointment:** The Board may approve the committee roster at any meeting following a committee's creation.
- **Leadership:**
 - The Board appoints the Committee Chair and a Committee Secretary.
 - Committee members elect other officers at their first meeting.
- **Board Liaison:** The Board will appoint one or two board members to serve as a liaison to each committee. Those board members will not vote in committee.
- **Removal:** Committee members may be removed for lack of contribution or disruptive behavior by the Board, based on a recommendation from the Committee Chair and/or Board Liaison.

Committee Operations

- **Meetings**
 - Committees meet at the call of the committee chair or 2 members of the committee.
 - Meetings are typically held monthly or as needed to fulfill the committee's assignment.
 - All meetings shall be conducted according to Robert's Rules of Order.
- **Attendance & Conduct:** Meetings are attended by committee members, the Board Liaison, and other necessary parties (e.g., Managers, vendors). All participants are expected to maintain an environment of respect and dignity.
- **Authority:** Committees have only the authority specifically delegated to them in their charters. No committee or member may speak or act on behalf of the Board without explicit authorization.



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Communication and Reporting

- **To the Board:** All committee communication must flow through the Committee Chair or the Committee Secretary directly to the entire PPPOA Board of Directors.
- **Meeting Notices:** The Committee Chair or the Committee Secretary will provide meeting notices to the entire PPPOA Board of Directors at least three (3) days in advance so the notice can be emailed and posted at the Mail Center.
- **Minutes & Reports**
 - Committees must maintain notes or minutes of their meetings.
 - A written Committee Report must be submitted to the entire PPPOA Board of Directors no later than six (6) working days prior to a Board meeting.
- **Vacancies:** The Committee Chair must report membership vacancies at monthly Board meetings so notices can be posted to fill the positions.

Committee Interaction with the Board and Vendors

- **Policy and Action:** Only the Board has the authority to enact policies, rules, or assume obligations on the Association's behalf. Committees evaluate issues and make recommendations.
- **Tasking:** Committees are to follow the approved charter for tasks.
- **Independent Action:** If a committee begins investigating an issue without prior Board direction, it must inform the Board at the next meeting and request formal authority to continue.
- **Recommendations:** Committees must provide timely conclusions and actionable recommendations to the Board, supported by data, to facilitate efficient decision-making.
- **Financials:** All expenditures must be pre-authorized by the Board and processed through the Association Treasurer.
- **Vendor Interaction:**
 - The Committee must ensure the Board receives all vendor communications for the PPPOA records.
 - Committee members are not authorized to sign or obligate the PPPOA, but are able to pursue bids, quotes and information.

Committee Reports at Board Meetings

A standing agenda item at Board meetings is reserved for committee reports. The Committee Chair (or representative) will be required to attend Regular and Special Board meetings to provide status updates and present any requests requiring Board action.

Member Participation

PPPOA property owners can attend committee meetings but cannot participate. It is the option of the Committee Chair if there is time to have a Q&A portion at the end of a committee meeting.




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Conclusion

These procedures are designed to facilitate the smooth and efficient operation of the company. Timely and well-prepared reports enable the Board to make informed decisions, which can then be implemented in a professional manner for the benefit of the entire community.

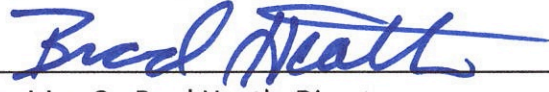
NOW BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to all Property Owners at their last known address.



Position 1 - Julie Shattler, Secretary Date 3/11/2026




Position 2 - Jeremy Martineau, Director Date 3-11-26

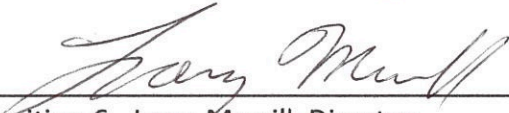


Position 3 - Brad Heath, Director Date 1-28-2026


Position 4 - Vacant Date



Position 5 - Ken Forsyth, Chairman Date 01/28/2026



Position 6 - Larry Merrill, Director Date 1/28/2026



Position 7 - Alan Henne, Director Date 1-28-2026