

## **Innerarity Island HOA Committee Policies and Procedures**

Committees are formed by the Board of Directors to provide recommendations and support, with the board retaining final decision-making authority. The HOA board establishes and oversees all committees, determining their composition, responsibilities, and decision-making power.

Two types of committees are authorized by the Board:

- Standing committees: Ongoing committees with ongoing responsibilities like maintenance or landscaping.
- Ad hoc committees: Temporary committees formed to address specific issues

Standing Committees established by the Board upon the adoption of these Policies and Procedures are as follows:

1. Appeals (Grievance) Committee (required by statute)
2. Architectural Control Committee (required in ByLaws)
3. Community Park
4. Drainage & Greenways
5. Front Entrance
6. Roads
7. Welcome

New Standing Committees, as well as Ad Hoc committees shall be established by the Board and/or Board President, according to need. Additionally, committees that no longer serve a function for the community may be dissolved by the Board.

### **Committee Charters:**

At the first meeting after adoption of the Policies and Procedures or upon the creation of new committees thereafter, each committee shall create a charter that explains the following:

- Mission - the function that the committee serves within the association
- Duties and Responsibilities - guidelines for how the committee shall fulfill its mission to the community
- Membership - committee structure and member recruitment
- Limitations - what expenses it can accrue and actions it may take
- Meetings - how often each committee will meet to carry out its mission

These charters shall become part of the Committee Policies and Procedures once approved by the Board.

### **Committee Composition:**

1. Committee chairs shall be appointed annually by the Board at a meeting following the annual meeting.
2. A Board liaison will be assigned to each committee (with the exception of the Appeals Committee for compliance with FI. S. 720.305) to assist in coordinating communication between the committee and the Board. The liaison may or may not be a full member of the committee.

3. Residents interested in serving on committees shall be referred to the committee chair for possible inclusion on each committee. Residents interested in serving on a committee should email the HOA Board at the address listed on the website.
4. All new committee appointments will be determined by the committee chair. Committee size is determined by the chair of each committee, with an interest in including a diverse and robust team to carry out the mission of each committee.

**Conflict of interest:**

Committee chairs and members should avoid conflicts of interest. Any conflict of interest must be reported to the Association. Conflicts of interest are defined by Florida Statute 720.3033(6b).

**Transparency and accountability:**

Committees are required to meet at least quarterly and must maintain proper meeting minutes and records to ensure transparency in committee operations.

Each Committee Chair will research, adopt, and develop model HOA best practices for maintaining their committee, thereby contributing to the effectiveness of the community and projecting a positive community image.

All committee policies and procedures, including committee meeting minutes, shall be signed and dated by the Committee Chair. Further revisions after the initial document should include in the lower right hand corner footer "Rev. Mo/Yr".

**Budget:**

Funds allocated for each committee are determined by the Board following review by the Board representative and subsequent discussion with the Board for a decision. The agreed upon amount is then published in the annual budget document. Each year the committee chair will request a budget to be included in the association's annual budget. This request must be submitted by October 1 of each year to the current Board of Directors.

Committees must meet and vote to approve all expenses that are allocated in the Association's budget in compliance with Florida Statute 720. Committees must follow the same rules as the board (e.g. open meeting with agenda posted 48 hrs prior) when voting on expenditures as per Florida Statute. Requests for reimbursement must be accompanied by itemized receipts and meeting minutes approving all expenditures.

**Reporting:**

Although monthly reports are desired, each committee is required to report to the Board of Directors no less than once each quarter. Reports should provide the following information:

1. Actions taken by the Committee in carrying out its mission
2. Expenses incurred by the Committee in carrying out its mission
3. Minutes from all meetings of the Committee
4. Current committee members
5. Best practices adopted