

# THE COMMON AT SINNOTT FARM RULES AND BYLAWS

## AMENDMENT F-1

### COMMITTEES

**Purpose:** To clarify the rules and bylaws that govern the formation and workings of committees within The Common at Sinnott Farm.

**Proposed:** Committees may be formed at the discretion of the Board in order to conduct (1) day-to-day activities or (2) special projects within The Common at Sinnott Farm. Such committees report directly to the Board but should be responsible and responsive to the entire community.

#### 1. Board Rights and Responsibilities

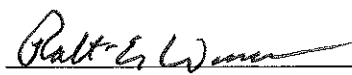
- a. Identify areas of concern that need to be addressed by a group other than the Board.
- b. Determine the mission, scope, and authority of the proposed committee.
- c. Solicit volunteers to staff the committee.
- d. Inform the community via the Sinnott Farm website or published meeting minutes of the formation of the committee and its mission/scope. Invite community input.
- e. Provide monetary funding, including reimbursing committee members for legitimate expenses, if applicable to the committee work.
- f. Provide resources such as but not limited to copying, signage, vendor/supplier costs, or Board member expertise.
- g. Include an agenda item during Board meetings for each committee to report its progress and status when necessary.
- h. Appoint one member of the Board to act as liaison to the committee.
- i. Support the committee in its endeavors.
- j. Consider, arrange, and sign for any contractual agreements it deems necessary for success of a committee's objective.
- k. Dissolve the committee at the completion of its stated mission or at any time, with good reason, during its work. Dissolution requires two-thirds majority vote of the Board membership, as well as a written explanation to the community for the dissolution.
- l. Own and preserve for the Sinnott Farm Association all documentation developed by the committee during their endeavors.

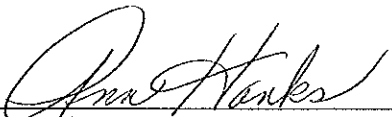
#### 2. Committee Rights and Responsibilities

- a. Determine parameters, roles, and committee-member responsibilities under which committee will function; for example, electing a chairperson, determining meeting times, establishing voting requirements, appointing a scribe, and determining the length of each meeting.
- b. Develop an objective statement, further defining the task at hand, the scope of work to be performed, and the conclusion date if applicable. This document should be submitted to the Board for its concurrence.
- c. Revise its objective statement if necessary at any time. That revision should be submitted to the Board for its concurrence.
- d. Prepare a status report for each Board meeting and present it at the Board meeting as required.

- e. Submit expense requests to the Treasurer (within a reasonable amount of time from when the expenses were incurred) for approval and reimbursement. This request should include reason for and amount of expenses as well as all receipts.
  - f. Request prior Board review and approval of any anticipated expenses greater than \$50.
  - g. Request that Board considers and arranges for any contractual work that it deems necessary to fulfill its objective.
  - h. Request written permission from the Board to levy a fee or request a payment from homeowners if that becomes necessary to fulfill its objective.
  - i. Submit all documentation, including but not limited to meeting minutes, exhibit maps, notes, correspondence, or any other materials relating to the committee's function to the Board upon conclusion of committee's objective.
3. Responsibilities Outside a Committee's Purview
- a. The committee may not enter into any contractual agreement for any service on behalf of The Common at Sinnott Farm.
  - b. The committee may not levy any fee or request any payment from any homeowner without written permission from the Board.
4. Subcommittees
- a. Covenant Committee
  - b. Welcoming Committee
  - c. Beautification Committee
  - d. Bylaws Committee
  - e. Paving Committee
  - f. Ad Hoc Committees

**THE COMMON AT SINNOTT FARM, INC.**

Approved:   
 Robert Woods, President

Approved:   
 Ann Hanks, Vice President

Date: 2/21/12

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