

**PAGOSA LAKES PROPERTY OWNERS  
ASSOCIATION  
COMMITTEE POLICY & PROCEDURES  
September 14, 2017**



## INTRODUCTION

This document sets policy and procedures and serves as a guideline for the function of Committees within the Pagosa Lakes Property Owners Association. Please note that this document excludes the Environmental Control Committee as its purpose and procedures are established under the CC& R's.

PLPOA encourages the broadest possible representation of residents in the planning and decision making process of the community. Committee structure provides residents with various backgrounds, interests and expertise the opportunity to serve.

Section 7 of the Bylaws states that the Board of Directors may establish standing and ad-hoc committees as it deems necessary and all such committees are advisory to the Board. Committees will not be self-initiating nor shall they serve autonomously. The committee as a body shall serve at the direction and pleasure of the appointing authority which is the Board of Directors.

## PURPOSE

The purpose of committees is to assist the Board of Directors in regards to their given area of responsibility and specific assignments. Their duty is to support the Board and provide them information and recommendations on which action and decisions are based. Committees must provide proper documentation and accomplish their given tasks in a timely manner. Committees cannot be given autonomy from the Board to establish policies, procedures, rules or regulations separate from the Board. Committees may be formed, re-organized or disbanded at the discretion of the Board.

## TYPES OF COMMITTEES

1. There are three types of Committees. They are Required, Standing and Ad-Hoc.  
**Required:** Those established in the Declaration of Restrictions. e.g. Environmental Control Committee (ECC)
2. **Standing:** With a continued existence, formed to do it's assigned work on a ongoing basis (e.g. Finance Advisory, or Parks, Trails and Outdoor Recreation)
3. **Ad Hoc:** A committee formed for a specific task or objective, and dissolved after the completion of the task or objective.

Currently, there is only one Required Committee and that is the ECC – Environmental Control Committee. There are four Standing Committees and they are the Finance Advisory Committee, Recreation Committee, Parks, Trails and Outdoor Recreation Committee, and the Lakes and Fishery Committee. The Board by approved resolution may create or dissolve any Ad Hoc Committees to serve a specified purpose or task. The Board may also create or dissolve a Standing Committee. The Board will determine if the standing committee meets the desired need for on-going basis.

## CHARTERS

Each Committee shall be empowered upon the adoption of a Charter by the Board of Directors. The Charter shall set out the purpose or specific tasks, duties or expectations, limitations and other facts as the Board deems appropriate. Charters should be reviewed annually to ensure they remain in-line with the Board's vision.

## COMMITTEE ROLES & POWERS

It shall be the policy of the Pagosa Lakes Property Owners Association to separate the roles of a policy recommending committee from the role of overseeing the implementation of a policy. Thus a committee that recommends policy to the Board shall not be the same committee that evaluates the policy or implements the policy. This is done to maintain a separation of powers.

Unless otherwise directed by the Board, Committees, their chairs or any member thereof shall not give direction, ask for bids, reports or any other such item to any business/vendor. All requests must be done through the Association office. Committees shall inform management of funds expended as authorized by the Board in expectation of reimbursement or funds required for authorization purchases. Committee chairs or members shall not at any time give direction to management or staff members without the approval of the General Manager.

## COMMITTEE CHAIRPERSONS

The Chairperson shall be appointed to the position by majority vote of the Board of Directors providing they are a member of the Pagosa Lakes Property Owners Association and are in good standing. The chairperson serves at the pleasure of the Board of Directors and shall provide all necessary reports. The Chairperson shall preside over all the meetings. The Chairperson shall be the point of contact for both staff and Board Liaison regarding the work of the committee and shall communicate directly with the Board on recommendations of the committee.

All Committee Chairpersons shall be appointed or re-appointed each year at the first meeting of the Board after the Annual Meeting. The Chairperson may be removed from the position and a committee by majority vote of the Board of Directors at any time during the year.

The Chairperson of each committee shall appoint a secretary to keep the minutes for all committee meetings. The Secretary will be responsible to prepare and provide minutes of each meeting to the PLPOA office for official record and distribution. Each Committee shall submit a written report or minutes from the previous meeting to the General Manager at least 7 days prior to the next regularly scheduled Board meeting so it may be included in the Board Packet and agenda.

## COMMITTEE MEMBERS

Chairpersons of each Committee and are responsible for appointing committee members. Committee Members shall remain a member of a committee until replaced by an action of the Committee, Board or have resigned. All members of a committee must be members of the

Pagosa Lakes Property Owners Association and shall be in good standing while serving on a committee.

All Committee members shall be appointed or re-appointed each year at the first meeting of the Board after the Annual Meeting. When a vacancy occurs, the Chairperson shall appoint another member to serve on a committee. Any member of a committee may be removed from a committee by majority vote of the committee members or the Board of Directors at any time during the year.

All Committees must consist of a minimum of five members and no more than seven members including the chairperson unless otherwise specified in the committee charter.

One member of the Board of Directors may be designated as a Board Liaison for a committee in a non-voting capacity. The General Manager or a staff representative designated by the General Manager may be a member of a committee also in a non-voting capacity.

#### CODE OF ETHICS & CONFLICT OF INTEREST

Any person who is considered for appointment to a committee shall serve without any expectation or personal advantage or personal gain that would be distinct and different from the advantages of or interest of the general community. Any member who could reasonably be expected to benefit in a direct and substantial way from the possible outcome of the committee action under discussion must disclose each time it is discussed and abstain from discussion and voting affecting that interest.

All Committee Members must assure that their work conducted for the Association are in the highest moral and ethical manner. Committee Members shall act in the best interest of the Association and its members even if the best outcome for the community as a whole would be detrimental to a committee member personally.

#### COMMITTEE MEETINGS

All committee meetings shall be open to any member of the PLPOA in good standing. The dates and times of the meeting shall be announced in advance. Committees shall meet at least once every four months or per quarter.

All meetings shall generally operate under Roberts Rules of Order

A majority of the committee members shall constitute a quorum to conduct any business. All members of the committee shall have one equal vote.

Each Committee meeting shall begin with a resident comment period for which each resident will be allowed 3 minutes to speak. The Chair can set parameters as to the length and nature of the resident comment period.

Motions that are passed by the committee shall be forwarded to the Board at the next regular scheduled meeting.