

Hillcrest Village Condominium Association

Committee Process Guidelines:

According to the Hillcrest Village Condominium DCC&Rs the President may appoint committees from among the Unit Owners.

- **Role of the Committee**
 - A. Can only do what the board asks it to do.
 - B. Can not act independently of the Board. However, if a committee originates an idea that it feels will benefit the group, it can bring the idea to the Board in the form of a motion. The Committee does not approve requests or actions. It makes recommendations to the Board for their vote or action.
 - C. Committee members may not always agree on certain issues. A vote may be taken, but all information and discussion should be contained in the minutes and presented to the Board for review.
 - D. The Committee Chairperson should preserve all documents given to him or her and return them to the Secretary in the same condition. In standing committees, the committee should keep a record of its activities and place them in a file to be given to the new Committee Chairperson each year.
- **Standing Committees**
 - A. Can be listed in the bylaws and may be considered a permanent part of the organization.
 - B. Members of a standing committee shall be appointed by the President and shall consist of a minimum of one member of the board as an advisor and other Unit Owners representative of each floor of the building (if possible). Each year, after the committee is established, the members will vote on a Chairperson. If no one wants to chair the committee, members will volunteer to head up a project or proposal and be the Project Leader for that task. Project Leaders assume the same responsibilities as the Chairperson. Persons appointed or elected Chairpersons must be Unit Owners.

- C. Membership usually changes annually when new officers are elected, but the purpose and functions and duties of the committee do not change. Prior to the annual meeting, volunteer lists for each standing committee will be posted.
- **Special Committees (also called Ad Hoc or a Select)**
 - A. Created to perform a specific task and is dissolved when the task is completed and the final report is given.
- **Appointment of the Committee Chairperson or Project Leader**
 - A. Responsible for calling the committee meetings, overseeing all the work and completing the work.
 - B. Most are appointed by the President. Sometimes the assembly elects a chairperson. If not, a Project Leader and committee members are chosen. Persons appointed or elected Chairpersons must be Unit Owners. Unit Owner as defined by the DCC&Rs and is the name(s) on the Deed or Unit Title.
 - C. Committee work is teamwork, not a one-man band.