

The Villas of Asbury Policy

Olathe, KS

COMMITTEE POLICY

The Board of Directors has the power to establish special and standing committees to work on specific projects and responsibilities of the Association.

Each committee will report directly to the Board of Directors through the committee Chairperson. The Board reserves the right to appoint the committee Chairperson, but may request that the committee Chair be chosen by the committee members. Each committee serves in an advisory capacity only; all recommendations are to be submitted to the Board of Directors for approval or denial. The Chair should attend Homeowners' Association meetings, as necessary and the annual meeting of membership.

Unit Owners and occupants, current in all of their obligations to the Association, are eligible for committee membership and can serve on more than one committee. Only a Unit Owner can be the committee chairperson and no one can chair more than one committee.

Each committee member must be formally appointed by resolution of the Board of Directors. In this manner, each appointed committee member is covered under the Directors and Officers insurance policy of the Association. This insurance supports the actions made by a consensus of a committee within their fiduciary responsibilities and not those of individual members acting independently.

A committee shall consist of not less than three (3) voting members. Each committee member is entitled to one (1) vote unless the committee consists of two or more members who have common interest in a Unit. In such case, the committee members with common interest in a Unit shall collectively be entitled to one (1) vote. Alternate members may also be appointed who may replace any absent or disqualified member at any meeting of the committee. Each committee shall also have at least one Board director as a non-voting member. The committee members should generally serve for a one-year term subject to reappointment annually by the Board of Directors. Notwithstanding the above, special committee members should serve as long as the committee is necessary to complete its project. A committee member may be automatically removed if he/she misses three (3) consecutive scheduled meetings without good reason or prior notification to the committee chair.

Each committee chair should ensure that their committee follows these guidelines:

1. Establish internal communication, facilitate meetings with agenda, maintain minutes and records of committee actions, and provide minutes to the Board Secretary.
2. Gather information on issues and resident needs, summarize and transmit that information to the Board of Directors.
3. Provide advice and recommendations to the Board of Directors through reports or by presenting such recommendations at a Homeowners' Association Meeting.
4. Committee Chair positions will be limited to two (2) consecutive terms (2 years) as the Chairperson unless otherwise approved by the Asbury Villas Board.

Effective Date: April 17, 2014
Replaces Prior Date: March 2009
Approved by AV Board: April 17, 2014