



Timberlakes Property Owners Association Committee Formation Request

If a lot owner desires to form a committee, the lot owner first needs to meet with the Board member responsible for the targeted work area and discuss the need for and purpose of the committee. In order to form the committee for the TLPOA, the Board member responsible for the area and proposed committee members and its "officers" (Chairperson, Treasurer, and Communication Director) must present the items stated below to the TLPOA at a monthly board meeting. The Board will then review the submitted Committee Formation Request and make a motion to be voted on as to whether or not to form the committee.

NOTE: TLPOA committees serve at the pleasure of the TLPOA Board of Directors. All final decisions are the responsibility of the TLPOA Board of Directors. The Committee will report through the Board Member that is responsible for that area.

Mission Statement:

A TLPOA committee will provide a purpose for being, a.k.a. a mission statement or charter.

Limit of Authority and Scope of Committee Activities:

TLPOA Committees are not decision-making bodies and serve at the request of the Board of Directors. Committees may provide research, analysis, general recommendations and/or reports to the Board for consideration in making decisions as provided for in the Bylaws of the association. Committee members should not be considered experts and the Board of Directors should not rely solely on the input of committee members in making significant decisions. The committee members have a reasonable expectation that the Board of Directors will engage independent, professional advice on material transactions or other advice when appropriate.

Term of the Committee:

The formation of a TLPOA committee, the committee members and the committee's

mission statement and assignments must be approved by a majority of the Board of Directors and such approval must be given annually. Members of committees must step down from the committee if asked to by formal request of a majority of the Board of Directors.

Make-up of the Committee:

A TLPOA committee must consist of a current Board member and at least four other volunteers, preferably with experience in the areas covered by the committee. The Chairperson of the Committee may be requested to report at the monthly TLPOA board meeting and /or the annual meeting.

Meetings:

TLPOA committees shall be scheduled as needed by the chairperson of a committee or a majority of the committee members.

Budget:

If applicable, the board member responsible for the committee will submit any budget requests to the board any time up until the TLPOA annual budget must be voted on. Each committee shall appoint one of its members to act as the Treasurer for the committee. This Treasurer will be responsible for: following the committee's budget, collecting any receipts and turning them into the office, providing the committee's chairperson with a report that may be presented to the TLPOA Board.

Communications:

Each committee will appoint a member to serve as the Communications Director. This person's responsibilities include: helping to create the committee's founding (and subsequent annual) Formation Request, making sure all info from the Committee is accurate and consistent, and sending info from the committee (once approved by the committee Chair and Board Member over that committee) for distribution to the TL Web Master and Newsletter Editor.

Recommended Activities/Projects/Responsibilities of the Committee may include the following:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

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