

LAS BRISAS HOA COMMITTEE CHARTER

What are HOA committees, and what do they do?

HOA committees assist board members by addressing specific community issues and tasks and serving in an advisory role for the benefit of the community. They gather information, assess problems, and recommend solutions to the board. What types of committees collaborate with community boards?

Required by Statute 720. Must hold properly noticed, public meetings when rendering approvals.

- Architectural Review (ARC)/Landscape
- Fining
- Finance/Budget (as needed)

Depending on the community, committees to deal with:

- Communications
- Decorations (seasonal)
- Special Projects (road work, community painting, roof replacement, etc.)
- Social Programming
- Swimming pools/Fountains
- Violations/Covenants Enforcement

Committee Charter Purpose:

When committee members work in tandem with board members to shoulder some of the duties, they help strengthen the association and the community, which is a win-win for everyone.

Once your HOA board forms a committee, it should create a committee charter – a written document that defines its duties and responsibilities – and those of its members. The charter establishes the relationship between the board and the committee. The board should not be overly restrictive as it may thwart the committee from achieving its goals.

No committee will have unilateral authority to enter into contracts or modify contracts with vendors without first obtaining the approval of the HOA board.

Board of Directors Establishes Committees:

The Board of Directors shall determine which committees it needs and is responsible for appointment of the Chair of each committee. The Board President of the HOA shall have the flexibility to replace chairs/committee members mid-term if necessary. The Board of Directors shall assist the Chair of each committee to enlist unit owners as committee members.

Only unit owners can serve as voting members of a committee. The family/household members of unit owners who serve on the Board of Directors shall not be allowed to serve as voting members of a committee in order to avoid the appearance of overreaching or impropriety.

Board members serve as the Board Liaisons for the committees. If necessary, a Board member can serve as Chair of a committee. However, it is preferable that Board members who serve on committees limit their roles to Board Liaison. A Board member cannot fill both chairman and liaison roles on a committee.

Board Liaison Roles, Responsibilities and Purpose:

A Board Liaison is a member of the Board of Directors who is charged with being the critical connection between the Board of Directors and a Committee or task force Chair. The Liaison serves as a monitor and advocate for the Committee's progress and reports on their needs, proposals, and status to the Board of Directors, and in turn, relays important information back to the Committee Chair from the Board of Directors. Liaisons should always be aware of the tasks charged to and the progress on those tasks assigned to their committee(s).

Terms: Board Liaisons are appointed by the President. New Liaisons are appointed when the Liaison rotates off the Board. The President has the flexibility to change Liaisons mid-term if necessary.

Serving as a Board Liaison to a Committee:

The Liaison monitors the Committee, can engage in discussion, attend Committee conference calls and/or meetings and ensure that the lines of communication are open between the Board of Directors. The liaison does not have a vote. The liaison and Committee operate as follows:

- Facilitate effective communication between the Board of Directors and the Committee.
- Ensure that regular reports are submitted to the Board from the Committee.
- Function as an advocate for their Committee during a Board meeting.
- Develop working relationships with property management, Chair, and Committee members, when needed.
- In the event a committee/task force Chair or Committee is not performing, the Liaison collaborates with the President to strategize on steps to be taken to improve Committee performance, including seeking removal of the Chair by the President and the Board.

Note: Committee Liaisons must be careful not to usurp the authority of the appointed Committee Chair. The Liaison should be a resource and encourage advancement of Committee work and projects.

ARCHITECTURAL REVIEW COMMITTEE (ARC) (REQUIRED)

The Architectural Review Committee is one of the most important committees in an HOA. Without one, the community risks losing its uniform aesthetic and diminishing curb appeal. This, in turn, can lead to lower property values. This committee is charged with keeping any improvements in HARMONY with our community in conjunction with Article 5 and Article 15 of our Declaration & Covenants.

The ARC committee reviews the "Architectural Review Forms" for requested modifications, and approves or denies them according to the HOA's architectural committee guidelines.

LANDSCAPE COMMITTEE (SUBCOMMITTEE TO ARC)

The HOA Landscape Committee monitors common property of the community and the properties of homeowners. The committee works with the board to ensure that common property lawns and gardens as well as homeowners' lawns and gardens comply with the landscaping rules in the governing documents in conjunction with Article 9 Maintenance and Repair Obligations as well as the Landscape Rules.

This committee can help the property manager coordinate with the landscapers, oversee landscaping work for common property, and provide the HOA board with progress updates. In conjunction with Article 5.

The committee can work with the property manager to request and seek bids for performance of landscaping work for common property of the community, can have a discussion amongst committee members, then make a recommendation of a contractor to the Board, which will then discuss and vote regarding any contracts.

Important... all ARC/Landscape requests must first go to THE PROPERTY MANAGER to be recorded as "received." THE PROPERTY MANAGER reviews to ensure that the form is complete. It is then forwarded to the ARC/Landscape. Requests without a PROPERTY MANAGER "stamp" will be returned.

RULES COMMITTEE

Works with Board of Directors to develop reasonable rules or solutions to allow for a safe and compliant community. Advises and researches solutions to enforce our Declarations & Covenants (DOCs). Helps to keep the Board on track with our DOCs and FL Statute 720.

FINING (REQUIRED)

As required by FL Statute 720.305 and Article 16 (Fines, Penalties, Etc.) of our Declaration & Covenants. The role of this committee is limited to determining whether to confirm or reject the fine or suspension levied by the board. Meetings are infrequent, but must be public, in person or virtually via ZOOM.

SPECIAL PROJECT COMMITTEE

The HOA Special Project Committee ensures that the community's common properties are well taken care of in conjunction with Articles 5 (Functions of the Association) & 9 (Maintenance and Repair Obligations). The committee does not have the unilateral authority to enter into contracts with vendors, nor to make any changes to contracts with vendors without the approval of the Board.

Areas of responsibility for this committee include:

- Roof Replacement/Maintenance
- Roadway Maintenance/Replacement
- Storm drains system
- Community paint projects
- All high voltage electric

The Board determines if a project should be assigned to the committee based on the size and scope of the project. When a project has been assigned to the committee:

1. The committee members will work with the property management company and the Board in order to determine the identity of and need for a special project.
2. The committee members will work with the property management company and the Board in order to secure vendors and/or bids.
3. The Board and the committee members will interview all vendors selected as finalists in person.
4. The Board and the committee will review and select vendors from the list of finalists for the community by way of a Board vote.
5. No single person on the committee, including the chairman or committee member should meet with or communicate with a vendor (either individually or in a group) without prior approval of the board. The Board liaison should be in attendance at all meetings of the committee. The Board liaison should be copied in any correspondence between the committee and the vendor.

POOL COMMITTEE

Monitors the daily condition of the pool area for appearance, safety, pool water condition and pool underwater lighting. Same goes for fountain maintenance.

COMMUNICATIONS COMMITTEE

Keeps the community informed, through the production of an association website, newsletter, or social media post such as Facebook. Communications committees can also have sub-committees relating to the newsletter and website.

EMERGENCY MANAGEMENT/HURRICANE COMMITTEE

The Emergency Management/Hurricane Committee oversees all activities related to emergency management and planning, for example, storm preparation.

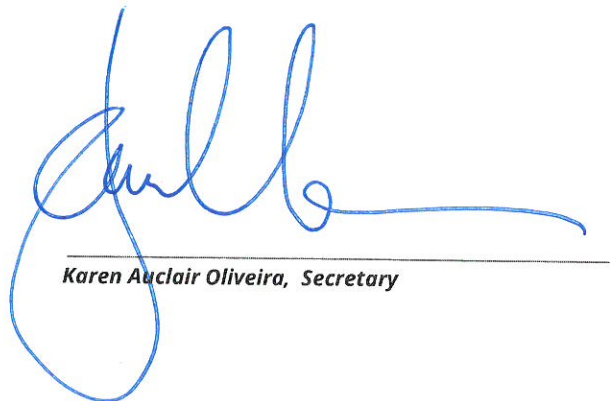
SOCIAL COMMITTEE

It is important to build a sense of community in a homeowner's association. One way to do that is to organize events and social gatherings. Members of this committee can conduct polls to find out which events residents are interested in. This committee is also responsible for making event announcements both online, via social media such as Facebook, and offline via posts at the pool.

DECORATIONS

Responsible for coordination and installation of seasonal decorations as needed from time to time. Typical decorations belonging to the community are found at the gate and pool area.

Approved by LB HOA BOD February 21, 2023,



Karen Auclair Oliveira, Secretary