

# COMMITTEE CHARTERS

## OAKS EAST HOMEOWNERS ASSOCIATION, INC.

MAY, 2023



## Table of Contents

COMMITTEE CHARTERS.....	1
OAKS EAST HOMEOWNERS ASSOCIATION, INC. ....	1
MAY, 2023.....	1
THE ARCHITECTURE CONTROL COMMITTEE - ACC .....	3
COMMUNICATIONS & SOCIAL COMMITTEE.....	9
COMPLIANCE COMMITTEE.....	12
COVENANTS COMMITTEE .....	15
DOCUMENTS COMMITTEE .....	17
FINANCE COMMITTEE .....	20
SAFETY AND SECURITY COMMITTEE .....	24

**THE ARCHITECTURE CONTROL COMMITTEE - ACC**  
**(Amended 5/2012, 5/2023)**

**A. Purpose:**

The ACC is responsible for the external appearance, use, and modification of the individual homes and landscaping in the community. They do this through the review and approval of plans and specifications that enforces standards for the external appearance of any structure or improvement located on any Lot in such a manner as to reasonably preserve, enhance, and maintain a harmonious appearance and relationship among structures, vegetation, and topography. (*Ref. Covenants, Article XII.1*).

The Committee is responsible as well for Common Area landscape inside and outside the Development Outer Wall. Specifically: planned projects, landscape replacements, non-hardwood tree pruning, and entry garden updates. The Committee's efforts help preserve and enhance property and esthetic values within Oaks East.

The ACC manages the vendors and contracts that relate to the ACC Common Area

The ACC does not handle matters that fall under the responsibility of the Property Manager, unless otherwise directed by the Board of Directors.

**B. Authority and References:**

The Declaration of Covenants and Restrictions for Oaks East (The Covenants) establishes the ACC, subject to the direction of that document and the Rules and Regulations of Oaks East Homeowners Association.

The ACC is responsible for reviewing Homeowner applications for exterior modifications, updates and addition of equipment and fixtures to homes. The ACC is also responsible for reviewing Homeowner applications for requests for tree removal, hardwood tree pruning, changing landscaping, and adding landscaping materials. The ACC can approve applications that conform with the Oaks East Covenants, Rules and Regulations and Bylaws. The ACC can attach reasonable conditions to an application approval.

If an application has unique specifications that do not conform with the Rules and Regulations, or are excluded from the Rules and Regulations, the ACC can ask the Board for guidance. If a majority of the Board agrees the ACC will allow the specification. Depending upon the deviation, the ACC may request that the Rules and Regulations be updated to reflect the additional specification.

In approving application plans and specifications, neither the ACC, its members, the Association, its members, nor the Board assumes liability or

responsibility therefor, or for any defect in any structure that is constructed from such plans and specifications. An ACC approval does not overrule any county, state, or other authority standards for construction.

**C. Composition:**

The Board has directed that the ACC be composed of a minimum of five and up to seven members.

A three-member quorum is required to meet, to take any action, or to approve or deny an application.

The Board of Directors must approve any new members joining the ACC, members must be Homeowners in good standing. Good standing shall be defined as the absence of any liens, privilege, penalty assessment delinquency, and architectural or covenants violation.

Homeowners who are interested in joining the Committee must submit to the BOD a written request by email to [board@oakseasthoa.org](mailto:board@oakseasthoa.org).

The ACC address is the Association's principal office, as designated by the Board. Applications, plans, and specifications will be submitted to that address, and current architectural and landscaping standards will be maintained there.

**D. Function and Guidelines:**

1. Oaks East Homeowners must make an application to the ACC before making any modifications to exterior of their property and secure an ACC approval letter. The Application must be complete and provide all required document attachments, deposits, and any additional information requested by the Committee.

2. Applications are required for all the following. The items requiring approval may change from time to time.

- a. Any equipment affixed to the real property including generators, fuel tanks, pool pumps, fences, pool screens, pools, spas, pavers, driveways, patios, low voltage lighting.
- b. Any fixtures attached to the home such as paint, light fixtures, windows, doors, garage doors, roofs, awnings, gutters.
- c. Any changes to landscaping including removal of any trees, installing new landscaping, sod, perennial flowers, and pruning of hardwoods.
- d. Any item in the Declaration of Covenants or the Rules and Regulations that state ACC approval is required.

3. The ACC may base its refusal to approve plans, location, or specifications upon any of the following reasons: (*Ref. Covenants, Article XII.6.A.*)
  - a. failure of such plans and specifications to comply with any covenant or restriction of the Homeowners Documents;
  - b. failure to include information in such plans and specifications as may have been reasonably requested by the ACC; and
  - c. as reasonably necessary to preserve, enhance, and maintain a harmonious appearance of the portions of the Lot that can be readily observed from the Road.

One (1) copy of all plans and specifications will be furnished to the ACC for its records. Nothing herein shall be construed to limit the right of an Owner to remodel the interior of his or her Unit or to paint the interior of his or her Unit with any desired color.

4. Work approved by the ACC that requires a City of Palm Beach Gardens Building Permit must not commence until a copy of the Building Permit is delivered to the Property Manager.
5. No additional plantings shall be permitted on that portion of any Unit that may be maintained by the Association, except as approved by the ACC.
6. The ACC may ask the Board to authorize variances when the ACC denies an application based on the provisions of any current architectural standards when circumstances, such as topography, natural obstructions, hardship, esthetic, or environmental considerations, require; but only in accord with duly adopted rules and regulations. The Board can approve the variance, attach approval to the variance or deny the variance. Variances are only effective when received in writing, and in compliance with the restrictions set forth in this Declaration. For the purposes of this paragraph, the inability to obtain approval of any governmental agency; the issuance of any permit; or the terms of any financing shall not be considered a hardship that warrants a variance.
7. After ACC approval is received, it shall be valid for a maximum of 6 months, meaning work must commence within this six- month period. The ACC, at its sole discretion, can reasonably approve or deny extensions to the commence date when requested and warranted. Work must be completed within 45 calendar days of starting construction.
8. Homeowners may be required to provide a damage deposit to the HOA prior to construction. The application will indicate the amount of the deposit required, if any. The funds will be held in escrow until the project is complete, and may be used to correct any damage to the Common Area that results from the construction activity. If no damage occurs to the Common Area, the deposit will be refunded to the Unit Owner.
  - a. Prior to the beginning of construction, the Property Manager will inspect the Common Area surrounding the work site and document its condition. For major construction projects that require excavation (e.g., pools, etc.),

digital photos of the site and surrounding area will be taken and appended to the record.

- b. When the work is completed, the Property Manager will inspect the same area and document any damage or debris in the Common Area that resulted from the construction activity. The recorded changes in the condition of the Common Area will serve to guide the determination of amounts (if any) to be withheld from the Damage Deposit for repairs to be made at the expense of the Homeowner.
- c. In the event of a dispute between the ACC and the Homeowner regarding return of the deposit, the matter will be referred to the Board for adjudication.

9. The post-construction inspection by a Committee member or the Property Manager will also examine the completed work to determine and report to the Committee whether it complies with the ACC-approved specifications and any conditions imposed in that approval. Any variations from the approved plans, not communicated and approved by the ACC, will result in a fine or requirement for the homeowner to remove the improvement or amend it to comply with the approval requirements.

10. On behalf of the Association, the Board has authority and standing to enforce ACC decisions in courts of competent jurisdiction.

**E. Meetings:**

The Committee meets twice a month at a location stated in the notice. Notification will be by both physical posting on the HOA's poolside bulletin board and through the same electronic notifications as used for Board meetings. Homeowners may attend any regularly scheduled Committee meeting.

**F. Procedures:**

1. For an application to be reviewed at an upcoming meeting, the application must:
  - a. Be signed and all pages filled in.
  - b. All necessary attachments, such as property surveys, plans, diagrams, and samples are provided.
  - c. Any additional requested information has been delivered.
  - d. Damage deposits have been received.
  - e. Contractor COI (Certificate of Insurance) provided.
  - f. The application packet is delivered to the PM office.

- g. The ACC must have a copy of the application with the applicable OEH # (assigned by the PM) at **least 6 calendar days** prior to the upcoming meeting. Landscaping applications will be accepted up until **3 calendar days** prior to the upcoming meeting.
2. The ACC is deemed to have received the application once it is placed in the shared drive and a representative of the ACC has reviewed the application for completeness. If the application is complete, the ACC will input the date of review on the application which will be the "ACC Received Date" for the application.
3. The ACC must respond, in writing, within 30 days of the "ACC Received Date" of the application and has been properly submitted in accordance with the above procedures.
4. Failure to Approve. In the event the ACC fails to approve, modify, or disapprove an application in writing within thirty (30) days after plans and specifications (and any other reasonable documentation requested by the ACC) in writing have been submitted to it, in accordance with adopted procedures, if any, approval will be deemed granted. (*Ref. Covenants, Article XII, 4.*)

#### **G. Appeals:**

1. ACC applications that are denied can be submitted to the Board within 30 calendar days following the ACC decision, if the Homeowner wishes to appeal the ACC decision. The ACC will provide a copy of the full application and supporting documents along with a written statement on why it was denied.
2. The Board has 45 days from receipt of the appeal and application package to render a written decision. The homeowner may attend the Board meeting to provide additional information or provide an explanation as to why the Board should approve the application. If the Board does not answer an appeal within 45 calendar days, a default decision shall be deemed in favor of the applicant. (*Ref. Covenants, Article XII.5*)
3. By majority vote, the Board may uphold, reverse, or modify the ACC decision. The Board's decision is final and binding.

#### **H. Reports:**

1. The ACC provides various ad hoc reports to the Board and Property Manager as requested.
2. On an annual basis the ACC shall conduct an assessment of the neighborhood including, but not limited to, the condition of HOA swale grass and sidewalk conditions. It will also assess Homeowner grass, landscaping, and

architectural noncompliance. The data collected will be compiled into a report and sent to the Board in each April.

3. On an annual basis the ACC will provide the Board with the planned spending budget for the current fiscal year based on planned improvements, planned replacements, tree replacements and pruning, and the entry gardens.

4. On an annual basis before September, the ACC will provide the Board with detailed estimates for the next fiscal year's budget.

5. On an annual basis the ACC will provide an updated 3- year plan to the Board that will outline broader Common Area improvements, and estimated spending amounts.



## **COMMUNICATIONS & SOCIAL COMMITTEE**

Adopted 2021, Revised April, 2023

**PREFACE:** This Committee and its Charter represent the integration of the existing Communications Committee and a once-existing committee formerly known as the Social Committee. Accordingly, the committee's name has been modified to reflect the current profile and function.

### **A. Purpose**

The Communications & Social Committee serves at the will of the Board of Directors ("BOD") in its goal to maintain and promote unity among residents with a dual approach: (1) communicate information and news to all residents, and (2) maintain and promote a sense of community through events and social gatherings.

### **B. Authority and References**

The Communications & Social Committee is established by the BOD, as defined in this document, to advise and assist the Board in all matters related to Oaks East HOA communications and community events. The Committee may vote to recommend removal, by the BOD, of its Chairperson or any Committee member for cause. The BOD may delegate any and all authorities vested in the Governing Documents of the HOA, to the Committee, and these authorities may change from time to time at the discretion of the BOD.

### **C. Committee Structure and Terms**

Homeowners who are interested in joining the Committee must submit to the BOD a written request by email to [board@oakseasthoa.org](mailto:board@oakseasthoa.org). Volunteer positions are open to anyone who is willing to assist and able to serve, and who respects a team driven approach to maximize results. Committee members will perform the assigned duties and functions under the approval of the Board Liaison and directed by the Committee Chairperson. The Committee operates at the discretion and under the guidance of the Board.

### **D. Composition**

The Committee shall be comprised of three (3) to five (5) community volunteer members of the Association (homeowners) in good standing. Good standing shall be defined as the absence of any liens, privilege, penalty assessment delinquency, and architectural or covenants violation.

One member will be appointed by the BOD to serve as Chairperson. Once a Chairperson is appointed, the Committee may not elect a different chairperson, however, the Committee may apply to the BOD for the appointment of a new

chairperson. As provided by our HOA Bylaws, a current Board member shall be appointed to serve as the Liaison between the Committee and the BOD. This appointment will continue for as long as he/she is willing and remains a member of the BOD, and will end upon his/her resignation or removal from the BOD.

#### **E. Meetings**

The Committee meets once a month or as often as needed. The time and location are determined by the Chairperson as agreed to by the Committee. Each meeting follows an agenda that states the items to be addressed. Within one week minutes of each meeting are prepared and submitted to Committee members for approval. Upon approval such minutes will be shared with the Property Manager and the BOD.

#### **F. Function and Guidelines**

The Communications & Social Committee has oversight responsibility (1) for the following methods of communication and their related tasks, and (2) for the organization of all community-wide events, whether deemed as social or otherwise:

- gather information of community interest
- compose a weekly informational update (now known as the "WCU") to be distributed electronically to all residents and homeowners who have opted-in to receive those communications
- compose and electronically distribute interim communications to all residents and homeowners if/when the need arises
- publish and distribute a community newsletter at regular intervals with the review and approval of the Board
- plan, organize and execute community events
- design, compose and post signage for board meetings, special events, and other important notices
- serve as an informational resource for new residents

#### **G. Procedures**

The Committee establishes procedures for performing its functions, subject to approval by the BOD. The BOD reserves the right and authority to act, with or without Committee involvement, that is consistent with, or contrary to, any Committee recommendations in whole or part, should the BOD see the need to

do so. The BOD reserves the right and authority to amend this Charter if required.

**Florida Statute Compliance**

The Committee has no expressed or implied power or authority. All responsibilities and actions by the Committee must be in compliance with Florida Statute 720.303.

**COMPLIANCE COMMITTEE**  
**(Amended 2/2009, 4/2009, 11/2010, 8/2012)**

**A. Purpose:**

The Compliance Committee serves the Board of Directors in its goal of maintaining an aesthetically pleasing environment for Association members. The Committee assists the Property Manager in enforcing community appearance rules and regulations. It conducts semi-annual inspections and reports to the Property Manager on the condition of homes that are not in compliance with the HOA's Governing Documents, which consist of: the By- Laws; and other such documents governing the Association. Committee members also remain observant and report to the Property Manager any violations that they observe during the year. The Property Manager will address the violations as appropriate.

**B. Authority and References:**

The Compliance Committee is established by the Board of Directors, as defined in this document, to advise and assist the Board in assuring compliance with the HOA's Governing Documents pertaining to property maintenance and zero tolerance items. The HOA Governing Documents and this document and its articles and attachments guide Compliance Committee members in the performance of their duties. The Committee Chairperson will assure that the relevant documents are reviewed annually and that recommendations for appropriate revisions and updates are prepared and submitted to the Board of Directors and the Documents Committee.

**C. Composition:**

The Compliance Committee comprises volunteer members of the Association (homeowners) who are nominated by the committee and who are in good standing. Good standing shall be defined as the absence of any liens, privilege, penalty assessment delinquency, and architectural or covenants violation.

One member serves as chairperson. A Board member serves as liaison between the Committee and the Board of Directors.

**D. Function and Guidelines:**

1. Inspections

- a. Semi-annual, inspections will be conducted during the periods: March 15-31 and September 15-30, unless impacted by unforeseen events or circumstances.

- b. Committee members will be assigned to streets on a rotating basis, except, when possible, Committee members will not inspect the streets on which they reside.
- c. The Committee Chair will coordinate street assignments, distribution of inspection materials, and review inspection forms before submitting them to Property Manager for processing.
- d. Committee members will inspect each home in the community from the sidewalk, driveway apron, or street, and limit inspection activities to what can be observed from those locations. Backyards and areas behind the hose bib are not subject to inspection, with the exception of your privacy wall and perimeter wall, which when visible, will be part of the inspection. Inspectors will not enter onto the property.
- e. Inspections will address all aspects of house and property condition and cleanliness. They will consider, but not be limited to items described in the HOA Governing Documents and the Rules, Regulations and Guidelines.
  - 1. Roof cleanliness will be inspected annually, in the first quarter, or as directed by the Board of Directors.
- f. All conditions that are not in compliance will be reported to the Property Manager on the prescribed form (Attachment 1). Deficiencies, matters not in compliance, and conditions that need repairs will be noted on the inspection form. Clarifying comments or additional information will be recorded in the Comments section of the inspection form for review or evaluation by the Property Manager.
- g. Completed inspection forms will be submitted to the Property Manager no later than the last day of the scheduled inspection period.
- h. Within 10 working days of receiving the inspection forms, the Property Manager will mail a letter to the owner of each Unit for which discrepancies have been reported. The letter will itemize discrepancies, non-compliance issues, and needed repairs. It will inform the homeowner that he or she has 20 days to correct the deficiencies or make the repairs. Requests for extensions will be handled by the Property Manager's office, and communicated to the Compliance Committee chair.
- i. Re-inspections will begin 20 days after homeowners are notified. The re-inspection may be performed by committee member(s) who did not perform the initial inspection, using a copy of the original inspection form. Only items not corrected will be noted in the re-inspection box. No new deficiencies will be added during the re-inspection, but additional information or clarifying comments may be noted.

- j. Completed re-inspection forms will be submitted to the Property manager within 15 days of the start of the re-inspection date.
  - k. The Property Manager will notify the Homeowners who have uncorrected items, informing them of the process from that point forward.
2. Parking Tickets
- a. Committee members will also enforce parking restrictions established in the HOA's Governing Documents and issue parking tickets to violators.
  - b. The Notice of Violation will be filled out describing the date, time, and offense; signed by the writer; and placed on the driver's side window. The completed white backing will be delivered to the Property Manager.
  - c. Homeowners, renters, and their guests and vendors are required to comply with the parking rules. Homeowners are responsible for renter, guest, and vendor compliance. Discretion should be used.

**E. Meetings:**

- 1. The Committee meets as needed, at the Association swimming pool facility or as determined by the Chair.
- 2. A majority of Committee members constitutes a quorum.
- 3. Each meeting follows an agenda that states the items to be addressed and is posted on the HOA Website and the Pool Bulletin Board.
- 4. Meetings are open to all Association members.

**F. Procedures:**

The Committee establishes procedures for performing its function, subject to approval by the Board of Directors.

## **COVENANTS COMMITTEE**

(Amended 2/2009, 2/2009, 9/2010, 8/2012, 5/2017, 3/2018, 10/2021)

### **A. Purpose:**

The Covenants Committee serves the Board of Directors (BOD) as an independent grievance committee to provide a homeowner the opportunity for a hearing if the Board has sought to fine a homeowner or suspend a homeowner's rights. The Committee is limited to determining whether to confirm or reject the fine or suspension levied by the Board.

### **B. Authority and References:**

The Covenants Committee operates in compliance with the following:

By-Laws of Oaks East Homeowners Association, Inc: Article III, Section 11, Enforcement.

Article V, Committees; Section 2, Covenants Committee.

Florida Statutes, Chapter 720, Section 720.305

### **C. Committee Structure and Terms:**

Interested homeowners must submit a written request for appointment to the BOD at [board@oakseasthoa.org](mailto:board@oakseasthoa.org). Volunteer positions are open to anyone willing to assist, is able to serve, and respects a team driven approach to maximize results.

### **D. Composition:**

The Covenants Committee shall be comprised of at least three (3) and no more than seven (7) community volunteer members of the Association (homeowners) in good standing. Good standing shall be defined as the absence of any liens, privileges, penalty assessment delinquency, architectural or covenants violation.

One member serves as the Chairperson. A Board member serves as the liaison between the committee and the BOD. The Committee members will perform the assigned duties and functions under the direction of the Chairperson, with approval of the Board liaison. The Committee members cannot be officers, directors, or employees of the Association, or the spouse, parent, child, brother, or sister of an officer, director, or employee, or any person who resides with an officer, director, or employee. (Ref. FS 720.305)

The Covenants Committee Chair will be appointed by the BOD. Once appointed, the committee cannot elect a different chairperson, however, the committee can apply to the BOD for the appointment of a new chairperson.

### **Meetings:**

The Covenants Committee will meet to conduct hearings on proposed fines and suspensions on an as-needed basis. The time and location are determined by the Committee Chair and agreed to by the Committee.

A quorum shall comprise a majority of the members of the Committee, but in no case shall it comprise fewer than three members, regardless of the total number of Committee members. Neither alternate participants nor proxy votes shall be permitted.

Minutes of the meeting and decisions shall be documented and forwarded to the Property Manager within three (3) days. Meetings are open to all Association members.

Each meeting follows an agenda that states the items to be addressed. The meeting times and locations are posted on the HOA Website, weekly WCU and Facebook page.

#### **E. Function and Guidelines:**

To conduct hearings and confirm or reject the proposed fines or suspensions levied by the Board in accordance with the HOA governing documents, including the Rules, Regulations and Guidelines.

#### **Appeals**

There are no appeals after the Committee hearing.

#### **Reports**

The Committee will submit a copy of the minutes of each meeting to the Board of Directors.

#### **F. Procedures:**

The processing of complaints and the imposition of fines, when necessary, must follow the procedures specified in the procedures section of this document.

#### **G. Appeals:**

All issues of non-compliance are heard by the Covenants Committee before fines are levied.

Compliance Committee members who issued the citation or reported the violation, if requested, appear at Covenants meetings as witnesses.

#### **H. Reports:**

Minutes of each meeting are prepared and submitted to committee members for approval, within one week. Upon approval, such minutes will be shared with the Property Manager, Board of Directors and posted on the website.



## **DOCUMENTS COMMITTEE**

(Adopted June, 2009, Revised December, 2017, April, 2023)

### **A. Purpose:**

The Committee's purpose is to update, revise, and maintain the Oaks East Governing Documents\* and other Association documents such as Committee Charters, Application Forms, and Specialized procedures.

The Committee will work with the Board, the Property Manager, and the other Association Committees to keep all documents current, identifiable, and accessible.

### **B. Authority and References:**

1) The Committee operates at the discretion and under the guidance of the Board. The Board assigns one Director as its liaison to the Committee. This liaison provides the preliminary direction and prioritization for the Committee's on-going activities.

2) The primary authority for the Association and, hence, its documents, is Florida Statute 720. Other Florida Statutes, local City and County Statutes, and its Governing Documents must also be considered by the Committee in its overall document management activities.

### **C. Composition:**

Volunteer positions are open to any member of the Association (Homeowner) in good standing, willing and able to serve, and work as a member of a team. Good standing shall be defined as the absence of any liens, privilege, penalty assessment delinquency, and architectural or covenants violation.

1) Committee size should be between three to five members, with one member serving as the Chair.

2) The Committee Chair shall be approved by the Board.

3) Committee members should be familiar with word processing and associated software. (Microsoft Word is the basic program used.)

4) Attention to detail, basic English grammar, and an ability to access and research the underlying documents and statutes are attributes.

5) Removal of a Committee member. The Board may remove any Committee member, including the Chair, at any time. Committee members may make recommendations to the Board regarding removal of members, including the Chair. To replace the Chair, the Committee members must apply to the Board for the appointment of a new Chair.

#### **D. Function and Guidelines:**

The Committee will review and recommend updates to the Association's documents as needed and directed by the Board. Updates and modifications may also be requested and/or initiated by the other committees.

The overall guidance for the Committee is to provide the Association with documents that meet the objectives of being current, clear, concise, complete, courteous and accessible.

#### **E. Meetings:**

Meetings are held at the discretion of the Committee Chair or the Board.

#### **F. Procedures:**

- 1) The Board, the Committee members, or another Committee may initiate a request to pursue a specific aspect of the Association's documents updating and revision process. An initial review by the Committee will determine if a revision is appropriate and the necessary background preparation.
- 2) Specific updates, revisions, and new document initiation may be assigned to an individual Committee member or developed by the Chair. Depending on the extent and nature of the change additional review and concurrence may be necessary before final submission to the Board for approval or action.
- 3) Amendments to the Declaration of Covenants, the Bylaws, and the Articles of Incorporation require approval by a majority of the Owners in addition to Board approval. These documents also require formal recording with the County. The Committee will assist the Board and the Association's attorney to help implement these formal changes. All contact with the Association's attorney will be done only with approval by the Board.
- 4) In general, submission of documents to the Board for review and approval will be as a red lined draft showing the proposed changes. Documents may be in either a Word document or a searchable PDF format.
- 5) Final, approved documents will be provided to the Property Manager in both Word and searchable Adobe PDF formats. The Word document will be kept by the Property Manager for possible future use and the PDF file will be posted electronically on the Association's website and in hard copy format available by request from the Property Manager.

#### **G. Appeals:**

Not applicable

## **H. Reports:**

- 1) The Committee Chair will prepare minutes of each meeting for submittal to the Property Manager. A draft of the minutes will be sent to all Committee members within 3 days of the meeting for their review and comment.
- 2) The Chair will also prepare a status report of each month's activities (if any) for submittal via the Property Manager for the Board of Director's monthly meeting.

\*Governing Documents generally means the Oaks East Declaration of Covenants, the Articles of Incorporation, the Bylaws, and the Rules, Regulations and Guidelines. The other primary document under the Committee's responsibility is the Committee Charters, Policies, Procedures and Forms document, also referred to as the CCPP&F.

## **FINANCE COMMITTEE**

(9/2020, Revised 4/2021, 8/2021) (4/2023)

### **PURPOSE:**

The purpose of the Committee is to serve at the will of the Board of Directors (“BOD”) on all matters pertaining to the finances of Oaks East Homeowners Association (“HOA”). This committee is responsible for recommending and monitoring financial policies, goals, and budgets that support the mission, values, and strategic goals of the HOA in order to establish oversight and reduce the Board members’ responsibilities.

### **COMMITTEE STRUCTURE AND TERMS:**

Interested homeowners must submit a written request for appointment to the BOD. Volunteer positions are open to anyone willing to assist and with working knowledge, background, or education in finance, accounting, bookkeeping, or business, is able to serve and respects a team driven approach in solving and creating solutions to maximize results.

Each member of the committee must be unencumbered by any conflict of interest and attest that they have never been convicted and to the best of their knowledge, are not presently under investigation for any felony. Committee Members will be appointed by the BOD.

The Committee shall be comprised of three (3) community resident volunteers in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation.

Finance committee members need to demonstrate the ability to act in the best interest of the community and are not self-serving or biased in their perspective.

Members shall serve for a one-year term, effective on the date of the appointment of the Chair. Committee members can be re-appointed following the one-year term.

The Finance Committee Chair will be appointed by the BOD. Once appointed, the committee cannot elect a different chairperson, however, the committee can apply to the BOD for the appointment of a new chairperson.

The Finance Committee Liaison will be the BOD Treasurer or as appointed by the BOD). This appointment will continue for as long as he/she is a member of the BOD and will end upon his/her resignation or removal from the BOD.

## **MEETINGS:**

The committee will meet quarterly, or as often as it deems necessary to carry out the obligations imposed upon it, unless otherwise directed by the BOD.

Chair shall develop an agenda in advance of meetings, communicate the details to the members in a timely manner, meet with other committees regarding issues of mutual concern.

Written report at the end of each meeting including discussions, record of discussions and recommendations. Report to be filed within three (3) weeks of the meeting to the BOD.

## **AUTHORITIES:**

All committee members shall serve at the will of the BOD. The Committee may vote to recommend removal of its Chair or any Committee Member to the Board for Cause. The BOD may delegate any/all of the authorities vested in the Board of Governing Documents of the HOA, to the Finance. Committee, and these authorities may change at any time in accordance with the desires of the BOD.

## **SPECIFIC RESPONSIBILITIES**

The Finance Committees specific responsibilities include:

Reviewing and recommending policies that maintain and improve the financial health and integrity of the HOA.

Reviewing and recommending a long-range financial plan for the HOA.

Reviewing and recommending an annual operating budget and annual capital budget consistent with the long-range financial plan and financial policies.

Reviewing and recommending capital expenditures and unbudgeted operating expenses that, per Board-approved policy, are above property managements authority, but below the threshold required for Board approval.

Reviewing the annual year-end draft audit for preparation of the final draft.

Committee shall ensure that the budget is distributed to the owners 30 days after adoption by the Board or in accordance with any current statute requirements.

Reviewing the reserve study.

Monitoring and tracking major expenditures to include any infrastructure work performed by vendors for maintenance and repairs including date of service, diagnosis and what work was performed, as well as cost of service call and/or repair.

Monitoring the efficiency, effectiveness, and savings attributable to improved cash management practices include review all balance sheets, investments and returns, monthly Treasurers' reports, quarterly financial statements, annual

resource allocation plan including the resource allocation plan to actual results, liquidity status, status of significant operating and revenue investment plans.

Monitoring the financial performance and health of the HOA as a whole and its major vendors and accounts against approved budgets, long-term trends, and industry benchmarks.

Requiring and monitoring corrective actions to ensure that the HOA remains in compliance with its budget and other financial targets.

The property manager and board shall ensure that all third-party contractors carry adequate insurance and produce a Certificate of Insurance ("COI") document prior to signing a contract of service and commencing any work in the community in order to reduce Oaks East HOA liability and to prove third-party compliance, provide verification, security, and peace of mind essential to third-party risk mitigation. Any contract sent to the finance committee should indicate that sufficient insurance is held by the vendor.

For new contracts, three bids should be collected by the board and the respective committee recommending the work. Once the board receives the bids, a summary template should be prepared and the summary, the bids, and the board's recommendation should be forwarded to the finance committee for review, comment, and recommendation.

Any contract, new or recurring, over ten thousand dollars (\$10K) per year should be reviewed and commented on by the Finance Committee in advance of the board approving it.

Periodically/Annually reviewing and reassessing adequacy of Charter and make recommendations to BOD for proposed changes.

Reviewing all capital expenditures and unbudgeted operating expenditures that exceed property managements' spending authority and making recommendation to the Board.

Reviewing the financial ramifications of major proposed transactions, new programs or services, and include reviewing the final proposal which has been approved by appropriate committee and making a recommendation to the Board.

Acting as a "checks and balances" of financial decision to prevent problems like overspending, discrepancies in accounting, unmatched financial statements, or misappropriation of funds.

Reviewing monthly budget to actual financial statements.

## **FLORIDA STATUTE COMPLIANCE:**

The Committee has no expressed or implied power or authority. All responsibilities and actions by the committee must be in compliance with Florida statute 720.303. The Finance Committee is not authorized to obligate the HOA financially or legally in any manner. (i.e., contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the BOD) unless it has been specifically approved in the Annual Plan and Budget for the Committee or separately approved by the BOD.

The BOD also has the right and authority to act and/or make decisions with or without involving any committees and to act and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or subcommittee recommendations, should they see the need. The BOD also has the right to amend this Charter, should it be required.

## **SAFETY AND SECURITY COMMITTEE**

(Amended 5/2001, 8/2006, 5/2012, 9/2013, 6/2017, 9/2021)

### **A. Purpose:**

The Safety and Security Committee serves the Board of Directors (BOD) in its goal of providing residents with a safe and secure Oaks East Homeowners Association (OEHOA) Community.

### **B. Authority and References:**

The Safety and Security Committee is established by the BOD, as defined in this document, to advise and assist the BOD in all matters related to safety and security in the Oaks East community. This Committee shall serve at the direction of the BOD. This Committee shall have no authority to speak on behalf of the BOD or to bind the association financially or contractually, unless authorized by the BOD.

### **C. Committee Structure and Terms:**

Volunteer positions are open to anyone willing to assist, is able to serve and respects a team driven approach to maximize results.

### **D. Composition:**

The Committee shall be comprised of three (3) to five (5) community volunteer members of the Association (homeowners) who are nominated by the committee and are in good standing. Good standing shall be defined as the absence of any liens, privilege penalty, assessment delinquency, architectural or covenants violation. One member serves as Chairperson. A Board member serves as the liaison between the committee and the BOD. The Chair will be appointed by the BOD. Once appointed, the committee cannot elect a different chairperson, however, the committee can apply to the BOD for the appointment of a new chairperson.

### **E. Procedures:**

The Committee establishes procedures for performing its function, subject to approval by the Board of Directors. The Committee members will perform the assigned duties and functions under the direction of the Chairperson, with approval of Board liaison.

### **F. Communications:**

Notice of meetings shall be made available to members one week in advance by way of the Property Manager and Communications Committee announcements.



### **G. Meetings:**

The Committee meets once a month or as often as needed. The time and location are determined by the Chair, and agreed to by the Committee.

A majority of Committee members constitutes a quorum.

Each meeting follows an agenda that states the items to be addressed. The meeting times and locations are posted on the HOA Website, weekly WCU and Facebook page.

Meetings are open to all Association members.

### **H. Reports:**

Minutes of each meeting are prepared by the committee chair and submitted to committee members for approval, within one week. Upon approval, such minutes will be shared with the Property Manager and BOD.

In the interest of ensuring strong communications between the BOD and the Committee, it is expected that the Committee Chairperson, or his or her designee, will attend each regularly scheduled business meeting of the BOD. The Committee representative will present the Committee Report, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee assignments.

### **I. Function and Guidelines:**

The primary responsibility of the Safety & Security Committee is to advise the BOD on issues, concerns, and recommendations pertaining to matters related to the safety and security of the neighborhood related to neighborhood security gates, traffic safety, watch, neighborhood lighting or other issues that affect the general safety and welfare of Oaks East HOA residents.

The Committee will focus its efforts on understanding the requirements and restrictions that are placed upon the Association by its Governing Documents, Palm Beach County, the State of Florida, or other agencies and authorities as is related.

The Committee will review, evaluate residents' concerns and requests as communicated to the Committee, offer the BOD recommendations on such requests that they have considered, and work with the BOD and Property Manager on such matters. In accomplishing these goals, the BOD shall assign the Committee with tasks from time to time that may include, but are not limited to:

#### **1. Safety**

Provide recommendations to the BOD concerning safety issues. Conduct any surveys, studies, evaluations, etc., that are required to provide the intelligence needed to make decisions and recommendations.

Perform periodic (at least twice per year), safety inspections of sidewalks, driveways, etc., identifying any tripping hazards and any other dangerous situations.

Quarterly check all street, pool, and security lighting, to identify lights that are out, or shielded by tree limbs.

Assist the BOD and the Property Manager with complaints involving safety issues.

compiling a list of residents that would be interested in helping other neighbors with Hurricane preparations.

## **2. Security:**

Provide recommendations to the BOD concerning security issues.

Conduct any surveys, studies, evaluations, etc., that are required to provide the intelligence needed to make decisions and recommendations.

Develop an emergency plan for the community involving law enforcement, fire, security management, the Board and the Property Manager.

Maintain close communications with the security service, including the guard at the front gate.

Work, communicate and interact with BOD and Property Manager to address identified security or safety issues within the community.

Assist the BOD and Property Manager with complaints involving security issues.

The BOD also has the right and authority to act and/or make decisions with or without involving any committees and to act and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee or subcommittee recommendations, should they see the need. The BOD also has the right to amend this Charter, should it be required.