

HOAMCO – *Best Practices*



Committees

Developing an active, capable volunteer group through the formation of committees promotes a healthy community association. The way a committee is structured, and the guidelines established for functions and interaction with the board, affects the committee's success.

The purpose for forming a committee must be easily understood and recognized. When the board of directors commissions a committee, it should provide the committee with a clear charter (see sample below). A charter sets forth the purpose, responsibilities, and organization of a committee. By providing a charter, the board of directors clarifies its expectations and ensures that the committee's efforts will be concentrated on a particular task. The tasks assigned to a committee must be realistic and achievable. Please note that it is not HOAMCO's practice (unless negotiated as part of the contract) to attend committee meetings. HOAMCO may, however, support the committees by means of providing documents, samples, etc., as needed.

The board should take actions to promote committee success such as:

- only forming a new committee to meet a specific need
- acting on committee recommendations
- recognizing committee chairs and committee members for their time and efforts

Below is a sample committee charter.

COMMITTEE NAME: Landscape Maintenance Committee

PURPOSE: The Landscape Maintenance Committee is commissioned by and reports to the board of directors. The committee is responsible for advising the board on matters pertaining to landscaping maintenance of the common area property. Recommendations will be presented in September to be considered in the _____ budget.

RESPONSIBILITIES: The committee will review all aspects of landscape maintenance. It will study and evaluate the current scope of work as outlined in the landscaping agreement; determine the adequacy of current scope of work and determine areas of enhancement, if any; and prepare and present recommendations to the board of directors by September 1, ____.

TERM: The Landscape Maintenance Committee shall exist for a period of six months from the date of commission.

COMMITTEE ORGANIZATION: The committee shall consist of five members to be appointed by the board of directors. The committee chairman shall be appointed by the board of directors. The committee shall meet as frequently as necessary. Minutes will be taken at all committee meetings.

RELATIONSHIP TO BOARD OF DIRECTORS: A copy of all committee minutes will be sent to the board. Any expenditures must be approved by the board in advance.

RELATIONSHIP TO MANAGEMENT: Management staff will provide access to all common area property records, files, and contracts.