

AVELLINO ISLES CONDOMINIUM ASSOCIATION GENERAL COMMITTEE GUIDELINES

The activities of its Standing Committees are integral to the success of the Avellino Isles Condominium Association. The Standing Committees and the Property Manager support the Board of Directors in its responsibility to maintain, protect and enhance the value and livability of our community for all Avellino Isles homeowners.

While all decision-making authority resides with the Board, input from the Committees, the Property Manager and members of the community helps ensure that all decisions are appropriate and responsive to community needs.

These Committee Guidelines are provided by the the Board to the Standing Committees to ensure strong and supportive committee operations.

Committee Membership

- We seek diversity within our committees. While committee members should ideally be “year-round” residents, this is not a requirement. However, at least one committee member must have Avellino Isles as the primary residence.
- At least some members should have relevant background to bring to the workings of the committee. In particular, Finance and Planning should have members with financial and/or insurance background; Governance and Legal should have a member with legal background; and Buildings, Grounds & Safety should have some engineering/construction experience.
- Committee size should be decided by the committee itself based on the anticipated workload. It should recognize that spreading the workload would make membership easier on the individuals and allow more people to participate.
- The Board has the authority to appoint a chairperson for each committee. However, for board presentation or recommendations, the committee should consider identifying a spokesperson. This spokesperson could be any committee member depending on the project, recommendation or key elements for the monthly board meeting report.

Relationship with the Property Manager

- The current contract with the Property Manager (PM) states that it is responsible for recommending Contractors, negotiating and signing Contracts and managing and evaluating Contractor projects. We want to begin operating a hybrid system that divides work between the committees and the PM depending on the project. However, in ALL cases, the board makes decisions on projects, contractors and contracts, with the INPUT from the committees and/or PM as appropriate.
- Two of the Duties and Responsibilities for Buildings, Grounds & Safety, Clubhouse and Pool and Landscape and Lakes call for the committees to “work with” the PM on obtaining goods and services, providing RFP’s and selection recommendations as

well as overseeing and evaluating Contractor performance, as agreed in advance with the Board Liaison on a project-by-project basis. Thus, at the beginning of every substantive project, a decision must be made on whether the committee or the PM will be primarily responsible for developing and delivering the project recommendation to the Board and what, if any involvement will be needed from the other party. The point is that the primary communication link to the Board would be the committee chair OR the PM, with notification to the Board Liaison. Some examples:

- An ongoing maintenance activity (e.g. the 2 days per month power washing of pavers, curbs and balustrades) may have little Committee involvement, once the Contractor has been selected and performance has been established.
- The pool furniture project was done 98% by the committee – the PM basically just cut the check.
- A water leak into a unit will be 100% managed by the PM with no input from the Buildings, Grounds & Safety committee
- Hiring a caterer for a social event can be a complete decision by the committee or if they feel they need advice, may contact the PM at the Thursday morning PM meeting.
- A major pool equipment replacement project could be a joint project with the committee working with the current contractor on specifications and a bid from them, while the PM gets 2 other bids, collects the bids, reviews with the committee and the board liaison who then communicates the recommended solution to the board. The key is that this series of activities would have been agreed in advance between the committee chair and the PM to minimize the potential for confusion and miss-communication.

Relevant factors to be considered when deciding on the extent of PM involvement include: the dollar value of the purchase being made; the specific knowledge of the members of the Committee relative to the object of the purchase; and the time sensitivity for the needed goods/services.

In all cases, the procurement strategy to be used (including the extent of the involvement of the PM) requires the concurrence and support of the Committee's Board Liaison.

These principles will apply to other committees as well as the 3 noted above.

- A weekly open meeting is held with the PM. One specific purpose of this meeting is for the review of the status (and priority) of actions assigned to the PM or the Committees. **The committee chair and, as appropriate, other committee members** can keep current with their on-going actions by attending the meetings. This may be of particular importance to those Committees with multiple interactions with the PM.

Relationship with the Board of Directors

- Each committee is assigned a Board Liaison who works with the Committee and is responsible for apprising the entire Board of Committee projects and activities. The assignment of individual Board Liaisons will be based as much as possible on their backgrounds relative to the duties and responsibilities of the assigned Committee.