

ALLEN MILLS HOMEOWNERS ASSOCIATION, INC.

Committee Policy Resolution #2: Relating to the membership, duties, and requirements of the Amenities Committee.

Enacted: April 1, 2020

Effective: April 1, 2020

WHEREAS, the Board of Directors of The Allen Mills Homeowners Association, Inc. is empowered to exercise all of the powers, duties and authority vested in or delegated to this Association by provisions of the Bylaws, Articles of Incorporation, and the Declaration of Covenants, Conditions and Restrictions.

WHEREAS, Article VIII, Section 1 of the Bylaws of The Allen Mills Homeowners Association, Inc. states that the business and affairs of the Association shall be managed by the Board of Directors.

NOW THEREFORE, BE IT RESOLVED THAT the following policy shall be adopted by the Board of Directors regarding the membership, duties and requirements of the Amenities Committee.

MEMBERSHIP REQUIREMENTS

1. Members of the Committee must be owners or tenants within the Association.
2. The Board of Directors must appoint the members of the Committee
3. Committee Membership will be solicited on an annual basis and selected by the HOA Board of Directors.
4. No committee shall have more than one member from a given household.
5. A member of the Committee may not be delinquent in paying of their annual assessments at any time and must not be in active violation of the CCR's and/or Rules and Regulations.
6. The Committee shall be made up of a minimum of 5 members and a maximum of 10 members.
7. The Committee must elect a Chairperson who is a Committee member.
8. The Committee must be supervised by a member of the Board of Directors or an Owner that is appointed by the Board of Directors to advise the Committee.
9. Both owners and tenants shall be allowed to be committee event volunteers and attend meetings.
10. Exceptions:
 - If a Committee has less than the full count of 10 members, new members can be nominated, self-nominated, to the committee chairperson. Once a nomination has been put forward, the existing committee members will vote as to whether the nominee will be added to the committee. The results of that vote will then be passed to the Board for final approval.
 - The Board liaison to the committee will oversee, and assist the committee chairperson, the nomination and voting process to ensure no rules are bypassed and the appropriate process is followed.

COMMITTEE DUTIES

1. Discuss, refine and conduct background research prior to developing recommendations for action by the Board of Directors.
2. Serve in an advisory capacity to the Board of Directors for Amenities functions for the

Association.

3. Submit proposals in writing to the Board of Directors for consideration.
4. Assist the Board of Directors in developing an annual budget for the Amenities.
5. Monitor the Amenities budget as directed by the Board
6. Obtain information from Owners and residents of the Association regarding Amenities and report these to the Board of Directors.
7. Conduct meetings at least quarterly in which a quorum of members of the Committee are in attendance.
8. Other duties as assigned by the Board of Directors.

REQUIREMENTS OF THE COMMITTEE

- I. The Committee will use its best efforts at all times to make recommendations that are consistent with high principles, and to protect and enhance the safety and property values of all owners.
2. No Committee member may accept any gift worth more than \$10 from any owner within the Association, contractor or supplier.
3. The Committee shall protect the confidentiality of the personal information of Board of Directors members, Committee members, and other owners.
4. Any Committee member convicted of a felony will be required to resign from the Committee
5. Language at Committee meetings will be considerate and professional at all times. Personal attacks against owners, residents, Committee members, or contractors is prohibited.
6. Proper parliamentary procedure will be followed in all Committee meetings.
7. No Committee member may use their position on the Committee to enhance their financial status through the use of certain contractors or suppliers. Any potential conflict of interest must be exposed to the other Committee members and the affected Committee member must refrain from voting on the issue involving the potential conflict of interest.
8. Notice of the Committee meeting must be given to the other Committee members at least 7 days in advance of the meeting.
9. Minutes of the Committee meetings must be kept and distributed to the Secretary of the Association for record keeping.
10. Minutes of the Committee meeting must be made available for publication on the community web site or community newsletter.
11. The Chairman of the Committee must attend Board of Directors meetings when requested by the Board of Directors to discuss recommendations made by the Committee.
12. The Chairman must obtain written approval from the Board of Directors prior to spending any funds on behalf of the Association.
13. Committees will not be permitted to enter any legally binding contracts on behalf of the Board of Directors or Allen Mills Community without express consideration and approval by the Board of Directors.
14. Committees needing to send out communications to the community must first route though proposed communications through the Committee liaison/Communications Chairperson for Board review and Approval. Upon Board approval, the communication will be provided to Management company for distribution.
15. Committees with an allocated budget will be allowed to approve expenditures up to and equal to \$300.
16. Purchases more than \$300 must be presented to the Board of Directors by the committee chairperson, and subsequently approved.