

STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.

POLICIES AND PROCEDURES

COMMITTEE SERVICE GUIDELINE

Revision 1

12/15/2022

I. PURPOSE

Committees appointed by the Stonebridge Ranch Community Association (SRCA) Board of Directors provide homeowners with volunteer opportunities to serve SRCA by advising the Board and management company regarding various Association operations and services. All committee members shall qualify for committee service according to this guideline. All Board appointed committees are authorized to perform such tasks and serve for such periods per Board adopted guidelines for each committee.

II. REFERENCES

Bylaws of Stonebridge Ranch Community Association, Inc., in particular, Article V Committees

III. GENERAL STRUCTURE

- A. SRCA committee officers and members serve as advisors, but staff implement all programs, services, and operations per direction of the Board of Directors.
- B. This Guideline applies to all standing and alternate committee members.
- C. All committee members appointed by the Board shall also adhere to their respective committee guidelines.
- D. As long as an appointed committee member adheres to this Guideline and their respective committee guideline, there are no term limits to committee service.

IV. COMMITTEE MEMBER QUALIFICATIONS

- A. Homeowners are eligible to serve on SRCA committees if they meet all the following qualifications:
 - 1. Resident in good standing with the Association at time of volunteer application submission and, if appointed by the Board, throughout committee service.
 - 2. Adhere to the SRCA Conflict of Interest Policy and have no undisclosed conflict of interest
 - 3. Recommended for Board appointment by one of the SRCA committees
 - 4. Approved by the Board to serve
 - 5. Serving on only one committee at a time.
- B. Homeowners may not serve on SRCA committees if they meet one or more of the following criteria:
 - 1. Employee of the SRCA management company.
 - 2. Vendor providing services to SRCA.
 - 3. Relative, significant other, or employee of a Board member.
 - 4. Relative, significant other, or employee of a SRCA vendor.
 - 5. Exceptions shall be approved by the Board.

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V. COMMITTEE CHAIRPERSON APPOINTMENTS

- A. Committee chairpersons are appointed annually by the Board of Directors at their December Board meeting effective with the December 2023 Board meeting.
- B. The Board shall receive recommendations for chairperson from each committee no later than November 30 each year.
- C. The Board shall consider the candidate recommended by each committee and either ratify that appointment or appoint another volunteer to serve as chairperson.
- D. The chairperson shall
 - 1. Preside at the respective committee meetings and transmit any and all committee communications to the Board through the Board liaison; and
 - 2. Ensure that minutes are taken at each meeting of the respective committee to include actions, recommendations, and a list of committee members present at the meeting.
- E. The chairperson shall serve for one calendar year. There are no term limits, however, the chairperson for each committee must be appointed or re-appointed by the Board each December.
- F. In the event there is a vacant committee chair prior to December, the Board may appoint an acting chairperson to serve until the annual December appointment of the chairperson.

VI. REVISION HISTORY

REVISION	DATE	CHANGES
0	04/28/22	Original
1	12/15/22	Committee Chairperson Appointments added