

LOFT RIDGE HOMEOWNERS ASSOCIATION, Inc.
RESOLUTION 22

COMMITTEE GUIDELINES

WHEREAS, Article VII Section 1 of the Bylaws grants the Loft Ridge Board (hereby referred to as “Board”) all the powers necessary for the administration of the affairs of the Association in accordance with applicable Fairfax County and Commonwealth of Virginia law, as well as Loft Ridge Homeowners Association Governing Documents; and

WHEREAS, Article X of the Bylaws authorizes the Board to appoint committees as deemed appropriate in carrying out its purpose; and

WHEREAS, the Board is responsible for ensuring that the operations of the committees are carried out in accordance with the Governing Documents and in the best interest of the members of the Association.

THEREFORE, the Board hereby establishes the following guidelines and rules for committees and their members:

A. Eligibility of Committee Members and Committee Chairs

Committee members and committee chairs normally shall be Loft Ridge property owners in good standing. Good standing shall be defined as the absence of: any liens, privilege suspensions, assessment delinquencies, architectural or covenants violations in excess of six months, or pending legal action with Loft Ridge Homeowners Association. Renters are also eligible to serve as a committee member.

In order to provide maximum opportunities for community service, a person may serve as chair of only one committee. A person normally will serve on only one committee at any given time, but the Board may grant exceptions as appropriate. There shall not be more than one member of a household serving on the same committee at the same time.

Since the Board reviews ACC actions, Board members will not serve as chair or a member of the ACC. They may serve on any other committees under the same conditions as other homeowners.

B. Appointment and Terms of Committee Members and Committee Chairs

Recruitment of candidates may be done through the Association newsletter, announcements at meetings, or by any other means of communication deemed appropriate by the Board.

The Board will usually make committee chair appointments each year at the first board meeting following the Annual Meeting of the membership. Such appointments shall be for terms of one year. Committee chairs and members wishing to serve for more than one year shall be required to receive annual appointment from the Board, and may serve for up to five (5) successive terms (in the absence of sufficient qualified volunteers, the Board may grant exceptions as appropriate.)

The Board may make additional committee and committee chair appointments throughout the year. Homeowners appointed to fill vacancies shall serve out the remainder of the term of the committee member they are replacing.

Within 30 days of being appointed as committee chair, the committee chair will submit a list of their proposed committee members to the Board for appointment. The Board shall vote to approve the list of committee members at the next available Board meeting after receipt of the submitted list. The Board retains authority to modify the list and may change committee appointments.

C. Committee Liaison to the Board

Normally the committee chair will report to the Board at its monthly meeting. However, should they desire, the chair may designate a committee member as liaison to the Board. The committee liaison shall present committee recommendations, 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 about the committee.

The Board may appoint a liaison to any committee, for the purpose of maintaining a channel of communication between the Board and that committee. The Board liaison to the committee is not the same as the committee liaison to the Board.

D. Removal of Committee Members and Committee Chairs

The Board may remove any committee member or chair, at any time, without notice or explanation.

A committee member or chair may also be removed upon written notice from the committee chair for any of the following, non-exclusive reasons:

1. Failure to attend three consecutive committee meetings;
2. Failure to follow instructions or directives from the Board; or
3. Failure to act in accordance with rules and guidelines dictated in the Association governing documents.

E. Committee Meetings

All committee meetings shall be open to the Association membership.

The committee chair shall ensure that all committee meeting dates and times (as well as cancellations or changes) are published or made known to the members of the Association, Board and managing agent through the normal methods of communication.

The committee chair shall designate a time period during each scheduled meeting for resident input.

A majority of the members of the committee must be present to convene a meeting or conduct formal voting procedures. A majority vote of the members while a quorum is present shall constitute a decision of the committee.

All committee meetings must be conducted in accordance with Robert's Rules of Order. Committee members shall not use inappropriate language or verbal tone during the debate of the issues. Any

actions or comments designed to insult, demean, or attack the personal character of any member of the committee, any member of the Board or Association, or any person in attendance, is strictly prohibited.

F. Committee Chair and Member Responsibilities

Committee members and chairs serve at the direction and guidance of the Board; directives given to the committee by the Board take priority over any committee decisions or preferences.

Committee members and committee chairs must maintain all requirements necessary to remain in good standing.

All communications by a committee, including but not limited to, updates to the website, newsletters, flyers, and letters to the Association membership, shall be distributed by the committee on behalf of the Board, and approved by the majority of the Board prior to its dissemination to the Association Membership.

This Resolution was duly adopted by the Board on this 18th day of January, 2007.

LOFT RIDGE HOMEOWNERS ASSOCIATION, INC,

Mary Schenig
By: Name, President