BellaVita HOA Committees
Procedures for Committee Meetings

1. Create an agenda to assist in remaining on task during meetings.

2. Take attendance. Document attendance in the minutes.

3. Keep minutes/notes. They can be as detailed or as brief as the committee members choose; however, all committee votes and recommendations should be documented in the minutes. Confidential homeowner information will not be included in committee minutes. These notes should be sent electronically to the Clubhouse Manager.

> **Reference**: BV Declarations Article XII. Section 14 (a) <u>Inspection by Members and Mortgagees</u>. The Master Association's Declaration, this Declaration, the By-Laws, the Rules, copies of other rules and use restrictions, membership register, books of accounts and minutes of meetings of the members of the Board and <u>of committees</u> shall be made available for inspection and copying by any member of the Association or by his duly appointed representative and by holders, insurers, or guarantors of any first Mortgage at any reasonable time and for a purpose reasonably related to his or her interest as a member or holder, insurer, or guarantor of a first Mortgage at the office of the Association or at such other reasonable place as the Board shall prescribe.

3. Notify the Board member contact and Board President of each meeting.

4. Maintain a hard copy of the minutes/notes and a copy of any other pertinent information from the meeting in a committee file.

5. The committee chair or a committee designated alternate should attend BV HOA Board meetings to present any recommendations the committee wants the board to consider. In order to prepare the board meeting agenda, specific item topics should be submitted to the board contact member one week prior to the board meeting.

6. Schedule a meeting on a regular basis, at least once/month.

7. The Committee chair may submit to the President a list of names for consideration and may recommend that members be removed for lack of participation or other reasons.

6-23-10