

## **Village of Oak Lake (VOL) Ad-Hoc Committees**

- Definition:** Ad- Hoc Committees (Committee) are "task oriented" committees. The Committees will be appointed by the HOA President or Vice-president and tasked with researching specific improvements to the community. Committees will be formed to improve the efficiency of VOL HOA Board (Board) decision-making authority. Aside from fulfilling a specific role in the functioning of the association and addressing an identified need, the Committee's contributions help the board to fulfill its policy-making role more efficiently by allowing board members to receive necessary input and different viewpoints, while remaining focused on their role of governance. The Board may place a time limit for the Committee to complete the task. The Board may terminate a Committee, at its own discretion.
- Purpose:** Investigate, research, and present to the Board new ideas or projects to consider for action.
- Membership:** Committee members will be limited to 5 voting VOL home owners, one member must be an HOA Board member appointed by the Board. The Committee may elect a Chair Person to lead the committee, which does not have to be the VOL Board Member. However, the HOA Board Member appointed by the Board President will be the liaison and spoke person between the Committee and the Board. The liaison will provide verbal and written communications regarding their research of the specific improvement to the Board. The committee may also include additional volunteers to participate in the committee but will not have any voting power.
- Meetings:** Committee members may meet as often as needed to complete their task and work within the VOL HOA budget funds available for the specific task or improvement. Three members meeting constitute a quorum and three favorable votes on a matter constitute a decision. The Committee may submit minutes to the Board at regular intervals so as to ensure clear oversight and communications.
- Scope and Authority:** Committees will work under the scope and authority of the Board. Committee members do not have authorization to communicate, direct, or instruct current vendors to provide any work that has not been fully authorized and approved by the Board. Committees may "NOT" make decisions independently and "ONLY" make recommendations to the Board to consider when making decisions. The Board will advise the Committees of budget limitations specific to the project.

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Prepared by Juan Villarreal March 15, 2013