

ROCKY MOUNTAIN VILLAGE ESTATES RESOLUTION TO ADOPT COMMITTEE GUIDELINES

WHEREAS, RMVE Amended and Restated Bylaws of Rocky Mountain Village Estates Condominium Association, Article 9 Committees, Section 9.1 Designated Committees states “The Association may create committees and appoint such committee members as deemed appropriate in carrying out its purposes.”

THEREFORE, be it resolved that the following guidelines on committees, membership and roles and responsibilities are established.

DEFINITION

Committees should not be confused with clubs or social groups. Only those issues that relate to the running of the Rocky Mountain Village Estates and for benefit of all would be determined as committees. Any other groups would be considered “social groups” or “clubs”.

- Examples of RMVE Association committees: Budget, Maintenance and Elections
- Examples of social groups: game night, movie night, potlucks and birthday parties
- Examples of clubs: King Soopers Gift Card Programs, and woodshop

MEMBERSHIP

- Every effort should be made to solicit members representing both buildings and those with experience specific to the committee
- Both residents and owners may volunteer to serve on committees
- One Board member will be assigned to each committee and serve as a liaison with the Board and Manager
- Committee members meet and select chair person(s), where not pre-designated
- Chair persons must meet the same qualifications to serve as Directors must meet to serve on the Board
- The Board shall have the power to remove any and all committee members with or without cause and to terminate any such committee

ROLES AND RESPONSIBILITIES

- Committees are advisory only; the Board of Directors makes final decisions
- Unless otherwise delegated in writing by the Board or Manager for a specific purpose no committee, or any individual, shall solicit quotes from vendors on behalf of the Association
- Committee members are responsible for meeting schedules and reports on activities
- All committee meetings shall be open to attendance by Association Members
- Notice of meeting date, time, location and purpose shall be posted on the bulletin boards of each building and the Manager shall send electronic notification via email to any Member who requests such notification, and has provided their email address, at least 10 days in advance
- Minutes will be kept of Committee meetings, reported to the Board, and made available in the office and libraries of both buildings for owners and residents to read.
- Committee reports shall be given at regularly scheduled Board of Directors Meetings and included in other communication mechanisms as available such as a monthly newsletter.

STANDING COMMITTEES

BUDGET COMMITTEE

- **Responsibilities**
 - Review Operating and Reserve expenditures and advise Board on budget issues. This includes all budget items except employment contracts and compensation
 - Conduct regular review of Budget and Reserve policies to ensure up to date
 - Review draft Operating and Reserve funding budget annually and make recommendations to the Board and Manager for changes prior to the adoption of the Proposed Budget (Fall)
 - Assist with owner education on budget related matters through participation in owner information sessions
- **Membership**
 - Chair: Board Treasurer
 - Recommended number of members: 3-5 (both buildings represented)
 - Special consideration should be given to members with experience in budget management

SPECIAL PURPOSE COMMITTEES

Special purpose committees may be established as the Board determines there is a need to support the management and operations of the Association. Any Association Member may request the establishment of a Special Purpose Committee in writing for consideration by the Board. All committees are required to follow the general guidelines for committee roles and responsibilities and membership. At the time a new committee is established the Board shall define in writing the objectives, responsibilities and any special membership requirements as well as designate a Board liaison to the committee.

Special Purpose committees may include, but are not limited to the following:

- Elections
- Governing Documents and Policies
- Maintenance
- Landscape
- Joint Social

ELECTIONS COMMITTEE

- **Responsibilities**
 - Coordinate elections of the Board of Directors at the annual meeting, owner sign-in and counting ballots
 - Chair person responsible for ensuring members are properly trained
 - Participate in any training offered on the owner sign-in and ballot counting process
 - Annually review and recommend updates to the Election Process Guidelines
- **Membership**
 - Chair: Owner
 - Membership restricted to owners?
 - Recommended number of members: 4-6 (both buildings represented)

GOVERNING DOCUMENTS AND POLICIES COMMITTEE

- **Responsibilities**
 - Make recommendations to Board and Manager regarding updates to the governing documents and policies to ensure ongoing compliance with CCIOA, consistency between governing documents and clarity for residents
 - Review comments submitted and make recommendations to the Board and Manager
 - No budget separate from the general operating budget of the Association
- **Membership**
 - Chair: Owner
 - Recommended number of members: 3-5 (both buildings represented)
 - Special consideration should be given to members with differing perspectives to ensure documents represent all Association Members

MAINTENANCE COMMITTEE

- **Responsibilities**
 - Make recommendations to Board and Manager regarding maintenance of Common Elements for both operating and reserve items
 - Participate in the annual review of common elements for updates to the Reserve Study
 - Recommendations for special projects that are not part of Reserve Components or current year budget Operating Expense should be made by the end of August to allow time for cost estimating and inclusion in the budget planning cycle
 - No budget separate from the Association operating and reserve budget
- **Membership**
 - Chair: Resident owner
 - Recommended number of members: 3-5 (both buildings represented)
 - Special consideration should be given to members who have facility management or building maintenance experience

LANDSCAPE COMMITTEE

- **Responsibilities**
 - Make recommendations to Board regarding landscaping of Common Elements
 - Recommendations for special projects that are not part of Reserve Components or current year budget Operating Expense should be made by the end of August to allow time for cost estimating and inclusion in budget planning cycle
 - No budget separate from the Association operating and reserve budget
- **Membership**
 - Chair: Resident owner
 - Recommended number of members: 5-7 (both buildings represented)
 - Special consideration should be given to members who have landscape maintenance and or gardening experience

JOINT SOCIAL COMMITTEE

- Responsibilities
 - This is a joint social committee representing all owners and is not intended to arrange or manage building specific social activities
 - RMVE is an independent living community and as an Association does not provide for the social or recreational activities of owners or residents
 - Arrange and schedule social and recreational events to promote interaction among the residents and between the buildings
 - Arrange and promote health and safety programs of benefit to all owners and residents: foot clinics, health fairs, distribute File of Life packets, etc.
 - Provide oversight and organization of libraries
 - Report on civic and community organizations that impact our community
 - Welcome new residents
 - Assist with refreshments and set up for the Annual Meeting
 - Budget to be determined annually
 - Any and all budget requests for subsequent years should be submitted in writing to the Board and Manager by the end of August to allow time for inclusion in the budget planning cycle
- Membership
 - Co-chairs: Owner or Resident representative from each building
 - Recommended number of members: 8-10 (representation from both buildings)

PRESIDENT’S CERTIFICATION

The undersigned, being the President of the Association, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on _____, 2018 and in witness thereof, the undersigned has subscribed his/her name.

**ROCKY MOUNTAIN VILLAGE ESTATES
CONDOMINIUM ASSOCIATION**

By: _____
President, Ronald J. Pieffer