

## Place One Condominium

# *Policy Statement*

**Date:** August 1, 2021  
**Policy Statement:** 21-10 (Replaces 13-10)  
**Subject:** Committees

### I. Introduction

Place One Committees are chartered by the Board of Directors to focus on specific areas of interest. Ongoing areas are addressed through Standing Committees as chartered via this Policy. Areas of limited scope and duration are addressed through Ad Hoc Committees. Place One Owners and non-owner residents are encouraged to join and support one or more committees. Committee members are expected to take on working assignments during the course of their tenure.

This policy serves as the Charter for Standing Committees including how they are formed and governed. It also outlines how Ad Hoc Committees are chartered and managed.

### II. Committees - General

The following applies to both Standing and Ad Hoc Committees.

- A. Meeting Location.** In the absence of other notice, Standing and Ad Hoc Committee meetings are held in the Bailey Community Room or Virtually. The location used is decided by the Committee Chair in consultation with Committee Members and considers among others, such factors as meeting type, anticipated length, and agenda complexity.
- B. Meeting Notices.** Notice is published in public areas around the first of each month as a Monthly Event. Notice for Special Committee Meetings is published in public areas contemporaneously with the Committee Member notice. All published notices must include the location. If Virtually, the notice must include the URL for Co-Owner log-in along with other relevant technical information to facilitate participation. Committee Chairs work with the General Manager to ensure notice compliance.
- C. Open Meetings.** Consistent with the Virginia Condominium Act, all Committee meetings are open regardless of committee membership status. While participation and suggestions are encouraged, non-

Committee Member attendees including Owners are ineligible to vote.

- D. Authority.** Committees are expected to coordinate with the General Manager, especially when contacting current and potential vendors or when staff support is needed. Committees cannot obligate Place One unless authorized by the Board or the General Manager. Committees may conduct relevant research, including the benchmarking of competitor or other best practices along with inquiries to current and/or potential vendors. Inquiries must include a disclosure regarding the Committee's limited authority.
- E. Reporting.** Committees are expected to be represented at each Board meeting to report on activities verbally and in writing to the Board Secretary.

### III. Standing Committees - General

Place One has six Standing Committees whose leaders and members reconstitute after each Association Annual Meeting held in November. As the liaison to all committees, the Board Vice President ensures membership promotional materials are available to residents and meeting dates are advertised.

- A. Recruitment and Organization.** Beginning at the Annual Meeting of the Council of Co-Owners, the Vice President initiates a membership recruitment effort and ensures the scheduling of organizational meetings for all Standing Committees (except Elections) as soon as practical after the Annual Meeting but no later than January prior to that month's Board of Director's meeting. The Vice President and/or prior year's chairperson, if available, convene the organizational meeting for the purpose of:
  - 1. Leadership.** Selecting Committee leadership, consisting of at least a Chair who must be an owner.
  - 2. Meetings.** Identifying a regular monthly meeting date,
  - 3. Objectives.** Developing objectives for the coming year.

A template intended for use at each organizational meeting can be found on the web site under Forms.

- B. Membership.** For Standing Committees, individuals including non-owner residents may join at any time during the year. Committees may drop members from its roster when a pattern of non-participation is apparent (usually missing two consecutive meetings with no communication from the member during the period). Roles are as follows:
  - 1. Members.** Are community owners who are expected to contribute and may vote on issues.
  - 2. Advisory Members.** Are highly valued non-owner residents of our Community who contribute by advising on issues.

#### IV. Standing Committees - Defined

- A. Building.** The Building Committee assists the Board and General Manager in matters related to aesthetics, structural, mechanical, and electrical both internal and external. This includes renovations, alterations, maintenance, and security for Place One building and all landscaping outside the pool area. The committee conducts periodic building/grounds walkthroughs and advises the Board and General Manager of any maintenance, repair, safety, and security concerns. The Board consults with the Committee on the need for anticipated repairs or improvements. The Committee works with the Board and General Manager in developing and reviewing solicitations and proposals for relevant contracts including selection recommendations. Consistent with the *Policy Statement XX-23 Financial Management*, the Committee provides relevant input to the Reserve Model process.
- B. Elections.** The Elections Committee assists the Board and the General Manager by supervising the Association's annual and special meeting logistics. The Committee also oversees other initiatives which may require the counting of votes and/or opinions such as the introduction of amendments to the Master Deed.
- C. Finance.** The Finance Committee assists the Board and the General Manager by recommending budgets, financial improvement strategies, and where feasible, cost-saving efforts in both operating and reserve expenditures. It also researches and recommends prudent investment strategies. In addition, the Committee evaluates the independently conducted annual audit, thoroughly reviews the monthly financial statements, and brings discrepancies to the attention of the General Manager, and where significant, to the Board's attention. Through these measures, it works to ensure the *Policy Statement XX-23 Financial Management* is followed, including providing relevant input to the Reserve Model process.
- D. Policy.** The Policy Committee assists the Board and the General Manager by helping to ensure the Master Deed, By-Laws and Policy Statements are up-to-date, consistent with the relevant law and best management practices of the time. Depending on the topic, as part of the drafting process, the Policy Committee seeks input from other standing committees as part of its deliberations. It proposes revisions to the Master Deed and recommends new policies or revisions to the Board. It also reviews the facts and circumstances and conducts hearings when needed of alleged policy violations consistent with the *Policy Statement XX-32 Complaints and Policy Violations*.
- E. Recreation.** The Recreation Committee assists the Board and General Manager in matters related to the pool, tennis courts, and exercise facility. Areas include proper maintenance, security, safe operations, posting of rules and regulations and coordination with the Policy Committee to ensure related policies are current. The committee advises the Board of needed repair, replacement, and upkeep issues. It works with the Board

and General Manager in developing and reviewing solicitations and proposals for relevant contracts including selection recommendations. Consistent with the *Policy Statement XX-23 Financial Management*, the committee provides relevant input to the Reserve Model process.

- F. Social.** The Social Committee assists the Board and General Manager in the promotion of community spirit and interaction. It plans, hosts, advertises, and coordinates social events for the enjoyment of all residents. The Committee may facilitate resident awareness programs, events relating to public safety, and other matters of general community interest. Activities are conducted within the Committee's available revenues consisting primarily of event receipts.

#### **IV. Ad Hoc Committees - Defined**

The Board may charter Ad Hoc Committees to address interests which are either beyond the scope of Standing Committees or require a level of effort beyond what is available from a Standing Committee.

- A. Organization.** When the need for an Ad Hoc Committee is determined, the Vice President ensures the development of a draft charter for Board approval. The drafting process includes feedback from relevant standing committees. A template intended for use can be found on the web site under Forms to specify:
1. Purpose and specific objectives, and as relevant, a budget cap or guidance within which Board proposals are made,
  2. Membership names and leadership roles unless specified that the committee selects its own leadership.
  3. Reporting procedures including financial implications at monthly Board Meetings,
  4. Term, including anticipated completion date and dissolution and as applicable, along with a transition date back to the relevant standing committee.
- B. Membership.** For Ad Hoc Committees, individuals are appointed by the Board as Members or Advisory Members consistent with Section III B. A committee may drop members from its roster when a pattern of non-participation is apparent (usually missing two consecutive meetings with no communication from the member during the period).



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Valerie Spiegler, President  
Board of Directors