

# Charter for VPCA Standing Committees

Adopted by the Board June 23, 2016

## VPCA Bylaws:

The VPCA Bylaws provide as follows for the following standing committees:

(a) a Community Events/Block Captains Committee which shall interface with the community by providing and collecting information/material for the Association, advise the Board of Directors on all matters pertaining to interaction among residents for social, recreational, and educational purposes and shall perform such other functions as the Board, in its discretion, determines;

(b) a Facilities Committee which shall advise the Board of Directors on all matters pertaining to the maintenance, repair or improvement of the Properties – such as clubhouse, pools, tennis and volleyball courts, tot lots, and common parking areas – and shall perform such other functions as the Board in its discretion determines;

(c) a Finance Committee which shall supervise the annual financial examination of the Association's books and recommend to the Board of Directors the annual budget and statement of income and expenditures to be presented to the membership at its regular annual meeting, and shall advise the Board of Directors on all matters pertaining to the financial well-being of the Association. The Treasurer shall be an ex-officio member of the Committee.

(d) a Greenbelt Committee which shall advise the Board of Directors on all matters pertaining to the landscaping, greenbelts, trees and walkways of the Association and recommend appropriate action to preserve the aesthetics of these areas.

(e) an Architectural Control Committee shall preserve the architectural integrity of the community as established by its original design. The committee shall recommend standards for approval by the Board of Directors in order to ensure that adequate protections exist to maintain the appearance as well as the value of Members' property. It serves as the approving authority, subject to appeal to the Board, for all plans affecting the exterior appearance of Members' Lots.

It shall be the duty of each committee to receive complaints from members on any matter involving Association functions, duties, and activities within its field of responsibility. It shall dispose of such complaints as it deems appropriate or refer them to such other committee, director or officer of the Association as is further concerned with the matter presented.

## General:

1. All committees serve at the discretion of the Board, and may be restructured at any time.
2. Under no circumstances may a committee represent the association to outside parties, or to contract with outside parties without explicit direction by approved Board motion.
3. Minutes will be kept by all committees, and submitted to the VPCA General Manager within 7 days of the committee meeting.
4. A member of the VPCA Board will be assigned to be liaison to each committee, who will be responsible for informing the committee of pertinent Board action, and conversely, to inform the Board of committee responses to those actions. Board action requests from the committee will be only through the liaison.

5. The committee may decide on any other agenda or guidelines they wish, as long as it complies with the basic charter, and it does not undermine efforts by the Board to manage VPCA.
6. An individual member may submit a request for action from the Board, but only through a work order from the Manager, which may be rejected if used to circumvent this charter.

#### Membership:

1. Membership in any VPCA committee will be restricted to VPCA homeowners.
2. Membership is established at the third consecutive meeting (Greenbelt walk-throughs included).
3. ACC and Finance committee members must be board approved.
4. Committee Chairs are elected annually and board approved at the first Board meeting following the annual VPCA election. This requires that the chairs be elected by each committee at the committee meeting preceding the annual VPCA meeting.
5. The Board may terminate committee membership given notice and opportunity for a hearing.
6. Membership is terminated after 3 consecutive absences at meetings (walk-throughs excluded).

#### Voting:

1. Only committee members shall have the right to vote.
2. The chair and liaison are voting members of the committee.
3. Three committee members constitute a quorum except for the ACC.
4. ACC quorum consists of two members, which must include the chair or the liaison.

#### Meetings:

1. All committee meetings will be open to all VPCA members and/or tenants.
2. Each committee will hold regular periodic meetings and announce same in the newsletter. Unannounced meetings are prohibited to assure compliance with the Davis-Sterling Open Meeting Act.
3. Minutes will be available to all homeowners on request through the VPCA General Manager.

#### Additional:

##### Community Events/Block Captains:

- 1) Meet at least quarterly.
- 2) Organize and facilitate social activities as approved by the Board.
- 3) Distribute information from VPCA to residents.
- 4) Distribute and collect 3-year proxies to establish a quorum for the VPCA annual meeting.
- 5) Great new residents and distribute VPCA welcome packets.
- 6) Distribute email authorization forms for VPCA.
- 7) Optional activities may include the following:
  - Serve as neighborhood liaison with the Irvine Police by distributing crime and emergency information.
  - Organize/maintain a Neighborhood Watch/Alert program.
  - Organize maintain neighborhood emergency preparedness programs such as CERT.

##### Greenbelt:

- 1) Recommend for approval by the Board major landscaping projects and removal of trees. Minor and very localized landscaping shall not require prior approval by the Board, except for tree removals, which in emergency situations may be approved by the Manager.

- 2) Submit to the Board, as needed, but at least annually, proposed plans for tree removal, tree trimming, root pruning, drainage modifications, walkway repair, rabbit/rodent control, and other matters pertinent to the maintenance of the greenbelt areas.

Facilities:

- 1) Meet at least quarterly to inspect and assess the condition of the facilities.
- 2) Prioritize and recommend special projects to the Board for consideration.

Finance:

- 1) Meet as often as needed to review the reserve analysis, annual budget, and annual audit.
- 2) Make recommendations to the Board regarding the reserve analysis and operating budget.
- 3) When requested by the Board, perform special financial analysis and provide expert opinion as requested.