

## CCOA COMMITTEE DESCRIPTIONS/PURPOSES

The CCOA Bylaws provides for committees as follows:

**COMMITTEES** - In order to assist the Board of Managers, one or more committees of volunteers may be created as needed. The members of the committees must be in good standing with the Association. Committees will be composed of an odd number of members with no less than three (3) and no more than five (5). Committees may be revised on an annual basis. Committees must be approved by and report to the Board of Managers. The Architectural Committee shall be fully staffed (3 – 5 members) at all times. The Board shall have the authority to appoint members as needed. An Association member may be on no more than two committees at one time. Committee members shall meet the requirements in Article IV, Item 4, (Conflict of Interest and Nepotism).

- i. The following committees shall be standing committees of the Association:
  - a. Architectural
  - b. Elections (must have three members at all times)
  - c. Finance
  - d. Capital Expenditures
  - e. Building & Grounds
  - f. Bylaws

The CCOA Board of Managers (Board) has designated the following guidelines and purpose for the various committees:

### **GUIDELINES FOR ALL COMMITTEES**

- Each committee shall designate a chair-person or co-chairpersons to organize and direct committee meetings.
- Notes will be taken at each meeting and committee reports submitted when deemed appropriate. Reports will be posted to the Association website.
- A majority of the committee members must be present when decisions/recommendations to the Board are being finalized.
- Committees will meet a minimum of three (3) times a year.
- Meetings may be in person, conference call, via ZOOM or other such means.

### **ARCHITECTURAL COMMITTEE** (as stated in the Architectural Codes document)

The Architectural Committee shall manage building at Chateau Chaparral and is authorized to:

- Verify the location of Recreational Vehicles to determine if proper utilities are in place.
- Verify information on building authorizations, determine if proposed structures conform to building codes and issue building authorizations.
- Certify compliance and completion of the project.
- Refer to the Board of Managers for a ruling on requests for variances.
- Issue building Authorizations and CCOA Residency Permits which must be signed by two members of the Architectural Committee and a Board Member that is assigned as the liaison to the committee.

### **ELECTIONS COMMITTEE**

The Elections Committee shall oversee any matters to be put before the membership in a mail-out ballot and perform the functions outlined below:

- Recruit members to submit nominations for the Board of Managers
  - Submit nominees to the Treasurer to be vetted for good standing
  - Introduce nominees to the members at the Memorial Day General Membership Meeting
- Align mailing of ballots with time requirements as designated in the Bylaws
- Prepare the solicitation document that accompanies all ballots; submit it to the Board for approval
- Prepare the ballot document; submit to the Board for approval
- Coordinate printing of all needed copies, address labels, and envelopes with office staff
- Verify good standing status of members with the Treasurer and office prior to mailing
- Prepare and mail the ballot “packets”

- Count votes at the designated time keeping accurate tallies; calculate percentages; prepare a final report to be presented to the Board for certification. **(See Ballot/Voting Check List for details)**

## **FINANCE COMMITTEE**

The finance committee, in conjunction with the Treasurer, shall:

Research and prepare a proposed zero based budget looking at historical community needs and consideration for future requirements. (The final budget must be approved by the Board prior to presenting it to the membership at the Labor Day General Membership Meeting.)

Review quarterly financial reports, reevaluate line items and present suggested adjustments, if any, to the Board.

To aid in budget calculations, the following documents may be

- requested from CCOA's accounting firm through the Treasurer
  - Year to date Expense Detail
  - 3 year Profit & Loss comparison
- Found on line at <http://www.chateauchaparral.com/Reports.html>
  - Previous years' budgets
  - Current and past balance sheets; profit & loss statements
- Needed to determine possible carry-over
  - Current account balances (from Treasurer)
  - Cash flow chart
  - Determine projected income & expenses to the end of the year

## **BUILDING & GROUNDS:**

- Review improvements for, participate in, recommend improvements to, and monitor the Association Grounds, Road Maintenance, Drainage, and all Buildings and Structures.

## **CAPITAL EXPENDITURES:**

- The Capital Expenditures Committee will determine and submit recommendations to the Board of Managers for maintenance and/or improvements of the General Common Elements, which include: Buildings, (lodge, bath houses, garage, sheds, etc), Footbridge, Utilities, Landscaping and fire mitigation, Drainage and Road Maintenance.
- The Capital Expenditures Committee will provide information, procure bids, and participate in the development of an internally conducted reserve study, which will be provided to the Board at least 30 days prior to the July General Membership meeting. The CEC will review proposed capital expenditures, and will document the history of capital expenditures.

## **BYLAWS**

The Bylaws Committee shall:

- Review petitions which have been submitted proposing changes to the Bylaws, Architectural Codes and CCOA Rules and Regulations documents. The review must be done in a timely fashion to allow time for vetting of signatures prior to the Memorial Day Meeting.
- The review shall:
  - Check that the petition has been properly filled out and turned in prior to the deadline
  - Petitions cannot be altered once they have been submitted
  - Check that there is only one signature per lot
  - Assure alignment with the existing Condominium Declaration, Water Decree, and Bylaws (ie. a change in one section may require a change in another section)
  - Cross check petitions for similar changes that may conflict if both were voted on (ie. One might change the shed height to 13' and another to 14'...can't do both.)
    - Possible solutions:

- Submit to Elections Committee as a “vote for one”, however one or the other would have to receive a 67% majority in the affirmative of the votes cast (ie. 100 votes cast; one would have to receive at least 67 votes or neither passes.)
  - See if one or the other is willing to withdraw their petition
- Submit petitions to the Treasurer to vet signatures for good standing and ownership (the name must be on the deed; ie. wife cannot sign for husband or visa-versa if their name is not on the deed). The committee may want to request a copy for their record. The Treasurer will then pass them on to the Elections Committee to place on the ballot.
- Present the proposed amendments to the Membership for discussion at the Memorial Day General Membership Meeting.