

Lake Ballinger Estates - Committees

Standard Operating Procedure (SOP)

Date Created: 03-25-2026. Date Initiated: 04-13-2026. GDC.SOP-001. Version 1. Revised Date: 06-05-2026 KR

1. Purpose and Scope

Committees are established by the Board of Directors to assist in research, planning, and recommendations on specific areas of Association operations.

This SOP applies to all standing and ad hoc committees established by the Board of Directors. It is intended to provide a consistent, stable process for how committees operate, regardless of who is serving or how many volunteers are participating. Committees serve in an advisory capacity to the Board and have no independent authority to bind the Association, direct vendors, or incur expenses unless expressly authorized in writing by the Board.

2. Committee Mandate

Each committee shall have a written Charter adopted by the Board that defines its name, purpose, and specific responsibilities. The committee's role is to gather information, evaluate options, and provide written recommendations to the Board and/or management within the scope defined in its Charter. Matters outside the Charter must be referred to the Board. Each committee charter shall be reviewed by the Board at least annually and may be amended or rescinded at any time.

3. Composition and Roles

- Members are appointed by the Board for one-year terms (or as otherwise set by the Board) and must be in good standing.
- Membership size: Committees shall generally consist of 3 to 7 volunteers as determined by the board.
- The Board appoints the Committee Chair and serves as the primary liaison to the Board and management.
- The Committee Chair or the committee may select a Committee Lead to coordinate work and assist the Chair. The Committee Lead serves as a primary communication conduit to the Committee Chair and, when requested by the Chair, to the Board. The Committee Lead role does not confer independent authority or decision-making power.”
- The Committee Lead shall be the primary communication conduit to the Committee Chair and to the board as necessary. Task Leads may be designated for specific projects; however, the Committee Lead or Task Lead position does not confer independent authority or decision-making power.
- The Chair runs meetings, sets agendas, acts as primary liaison to the Board/management, and ensures reports are completed.
- A Secretary (optional; appointed by the committee if committee membership is sufficient) records minutes and maintains the committee's files. Should staffing be insufficient the Chair will act as scribe/secretary until staffing permits appointment of a Secretary.
- All members share responsibility for research, preparing, attending, discussion, offer recommendations and completing assigned tasks.

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4. Meetings and Quorum

- Each committee meets at least quarterly, or more often as needed to fulfill its Charter.
- A quorum shall consist of a majority of the currently appointed committee members.
- The Chair may call additional meetings with reasonable notice to members.
- Decisions are made by simple majority of members present when a quorum is established; minority views may be noted in the minutes.
- Committee votes are advisory only and are used to formulate recommendations to the Board. Committees do not take final action on behalf of the Association.

5. Owner Requests and Agenda

- All owner requests and issues within the committee's scope must be submitted through the Association's designated channel (e.g., work-order system), not directly to individual committee members.
- Committee members shall not accept, act upon, or promise action on requests made directly to them outside of this process. Any such requests must be referred to the official intake channel.
- Management or the Board assigns items to the appropriate committee.
- The Chair prepares an agenda for each meeting including, at minimum:
 1. The agenda is to be issued 2-3 days prior to meeting.
 2. Open items from last meeting
 3. New items/requests
 4. Recommendations or actions proposed
 5. Assignments and target dates

6. Documentation and Reporting

- After each meeting, and until the committee is staffed with sufficient volunteers the Chair, Lead, or Secretary prepares brief minutes or a written summary including relevant facts and background, options considered, also noting total costs and applicable policy as necessary, and committee recommendation(s). A Board-approved format will be submitted.
- The Chair (or designee) submits the summary to the Board/management by the deadline established for Board packets.
- Committee members shall not accept, act upon, or promise action on requests made directly to them outside of this process. Any such requests must be referred to the official intake channel.

7. Interaction with Vendors and Staff

- Committees do not supervise or direct Association vendors, contractors, or staff. Any needed field direction, scope changes, or approvals are routed through management or a Board-designated contact.

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- **Facilities Committee:** Due to the nature and immediacy of facilities work, the Board may authorize the Facilities Chair and/or Facilities Lead limited, clearly defined authority to coordinate with contractors in the field, consistent with the All-Committees Charter. Any statements to contractors involving dollar amounts or scope must be expressly qualified as ‘pending Board approval,’ and no binding commitments, change orders, or new work are authorized without explicit written Board approval.
- Committee members may observe and document vendor performance and may recommend adjustments to the Board but may not independently modify contracts, authorize new work, commit funds, approve change orders or tasks, or direct vendor execution.
- Urgent matters and recommendations shall be documented and immediately submitted to management and the Board. The Board may call an emergency meeting if warranted. Committees may not declare or act on ‘emergencies’ on behalf of the Association.

8. Conduct and Conflicts of Interest

- Committee members shall conduct themselves respectfully, focus on issues rather than personalities, and support orderly, time-limited meetings.
 - Meetings are time-bounded (e.g., 60-90 minutes unless extended by agreement of those present).
 - Members must disclose any conflict of interest with the Association related to matters under discussion and recuse themselves from recommendations where appropriate.
 - Committee members shall maintain confidentiality regarding:
 - Owner information
 - Contracts and bids under review
 - Legal matters
 - Personnel or sensitive Association matters.
 - The Board may remove or replace any committee member for cause, for failure to follow this SOP, or as otherwise permitted by the Governing Documents.
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