Revised 02.26.2026

Committee & Panel SOP

1. **Seats**
    a. Architecture -
    b. Election Panel - 3
    c. Finance - 5
    d. Judicial - 9
    e. Lakes - 9
    f. Parks & Recreation - 5

1. **Roles**
    a. Committee – Support BOD, provide expertise, recommendations and community feedback. Assist with tasks related to each committee.
    b. Liaison – represent the BOD during committee meetings, keep lines of communication open between the BOD and committee. Limited committee participation.
    c. BOD – Committee oversight to insure open and fair policies, provide committee guidelines and drive community involvement with committees.
2. **Committee meetings and general expectations:**
    a. All monthly committee meetings will be held in a public space sufficient to allow resident participation.
        i. In the event of a change in schedule or location a public announcement should be made via the list serve and FB.
        ii. The POA Office will do everything possible to keep the lower level of the POA available for committee meetings and will assist with communication to find an alternative option if needed.
    b. ONCE EQUIPMENT IS AVAILABLE
        i. Committee meetings will be broadcast over Zoom (or similar service TBD).
            1. Equipment for the broadcast will be supplied by the POA, and operations will be supported by the POA until volunteer support from the committee is available and trained.
    c. Cancelations
        i. Monthly meetings can only be canceled by a committee majority vote more than 3 days prior to the meeting. Any cancelations will need to be sent out via list serve, community publications if timing works out and communicated directly to the BOD.
    d. Meeting Minutes and Documentation
        i. Metting minutes and sign in sheet are required. These documents should be submitted to the POA within 7 days following the meeting.
3. **Vacancies**
    a. Chairperson
        i. Vice Chair will fill the position till a committee vote can be held at the next monthly meeting. BOD will review and approve the vote.
    b. Committee seat application process.
        i. In the event a committee member resigns, or their term has ended applications will be tendered from the community.
        ii. Communication
            1. Notification of the vacancy will be broadcast to the community via email and any other available digital publications available as soon as the vacancy is confirmed. It will also be announced at the next public meeting.
        iii. Eligibility
            1. Must be in good standing with the community.
            2. Residents can only be active on one committee at a time. Overlapping applications can be accepted for term endings or resignations come available.
            3. Must attend at minimum three (3) of the last six (6) public committee meetings.

1. Virtual attendance counts but the residents will need to verify their attendance is noted. Virtual attendance may not be given the same weight as in person attendance during the application process.

4. Committee members will be expected to have access to email and check it regularly.

iv. Applications
1. Will be available at the POA office and/or online on the community website.
2. Applications must be turned into the POA manager within thirty (30) days of initial public notification being broadcast or earlier.
1. No additional time will be allotted to submit applications unless approved by the BOD.
3. POA manager will distribute all applications to the committee chair and BOD.

v. Interviews
1. Interviews will take place either at a special meeting agreed by committee members and applicants or immediately following the next public meeting after the 30-day application period.

vi. Voting
1. All votes will be blind (private). The committee chair will tally votes with the liaison present. BOD will review the committee's selections for approval.

vii. Repeat applicants
1. Applicants will need to repeat this process for each new opening if they want to be considered for future openings.

viii. Application/Membership Denial – In the event a committee is denying an application for any reason, the committee chair will need to present their case to the BOD for final approval. The applicant will have the ability to protest the denial with the BOD.

c. Liaison will act as a tie break for any hung votes if needed.

4. Term

a. Committee members
i. Term Length
1. Three (3) year term limit for all committee members.
2. Current members have the option to re-apply at the end of their term if they wish to continue on the committee. New applicants will take priority in this process.

b. In the event an opening does not have any applicants the BOD can extend these terms as needed.

5. Removal of a committee member or chair

a. If a Chair gets feedback justifying a removal vote. Chair will communicate it to the BOD and publicly to the committee. Voting will be blind and results will be submitted to the liaison. All committee members must get an opportunity to vote. If vote to remove is successful, the member will have the opportunity to plead their case with the BOD before final BOD approval.
i. Same process applies to unseat a chair or remove a chair from the committee. In this case the liaison is the point of contact and the liaison will follow the above process.

b. The BOD will hear the arguments for removal and counter arguments from all members involved. The BOD will then make the determination if removal is warranted.

6. At any time, the BOD may change the above SOP or override any internal committee's decision if they feel it is necessary.