

Silverlakes at Gateway HOA

Committee General Rules

Originally adopted August 21, 2000 - Revised: Sept. 15, 2010; Aug. 17, 2011

Purpose:

This document defines the General Rules for all Silverlakes at Gateway HOA “Standing” and “Ad Hoc” Committees, which have been established by the HOA Board of Directors. All established Committees should abide by the rules defined herein.

General Rules:

1. The HOA Board of Directors has prepared a written document for each “Standing” committee which defines the basic objectives which each duly appointed “Standing” committee should follow.
2. The HOA Board of Directors will prepare a similar basic objectives document for each “Ad Hoc” committees as the committees are formed. Each duly appointed “Ad Hoc” committee should also follow these objectives.
3. Each committee should be made up of a minimum of three (3) members. It is desirable to have an odd number of members on each committee so as to generate a majority vote on issues undertaken by the committees. A committee majority shall constitute a quorum to transact business at meetings.
4. “Roberts Rules for Parliamentary Procedure” should be used for all committee meetings.
5. Each committee shall elect a “Chair Person” to act a Moderator for all meetings of the committee. An “Alternate Chair-Person” shall also be elected to act as Moderator when the “Chair-Person” is absent.
6. Committee issues must have majority approval within committee before issues are implemented.
7. With the exception of the Architectural Control Committee (ACC), normally each committee takes no official action, but submits recommendation(s) to the Board for approval and implementation. Board will then approve, modify and/or implement as appropriate:
 - a. Through applicable committee
 - b. Direct to Home Owners
 - c. Through the Management Services OrganizationThe ACC Committee is empowered by the Silverlakes Rules & Covenants to operate differently on implementing their decisions. The methods they use are described in the specific “ACC Committee Basic Objectives”.
8. Each current member of the Silverlakes at Gateway HOA Board of Directors is an ex-officio, non-voting member of all duly appointed HOA committees except the ACC Committee. HOA committees are to include HOA Board members in all committee-meeting notifications.
9. It is desirable that written current committee status reports are to be made available for each official HOA Board of Directors meeting.
10. Minutes of all committee meetings shall be prepared and kept on file for future reference.
11. All committee members must be “Association Members” who are in good standing. The exception is the ACC membership which can include “other persons” (refer to Covenants section 16.5); other persons must be approved by the Board of Directors as being in “good standing”. Def: “Good Standing” means current in payment of their account statement, no outstanding violations of the covenants, rule & regulations or community standards and knowledgeable of/in in the HOA documents; “Other Persons” means non-association members, such as, Silverlakes live-in residents and renters.
12. **Labor:** Committees are not permitted to “hire labor” for any activity or function they are undertaking for the Board or any other committee. The Board authorizes the Property Management Company to hire vendors. A committee in need of “labor assistance” must work through the Property Manager. Volunteer labor is permitted only for small work projects. Volunteers must NOT do electrical work; this work must be handled through the Property Manager.