

# LAKE COLUMBIA PROPERTY OWNERS ASSOCIATION (LCPOA)

## CHARTER

### Policies and Procedures Committee

#### **MISSION:**

The Policies and Procedures Committee shall make recommendations to the Board of Directors concerning developing, reviewing, and revising, all policies and procedures, to include LCPOA Deeded Restrictions and Bylaws, for the Lake Columbia Property Owners Association (LCPOA). Work of the Committee shall be data driven and consistent with the LCPOA Deeded Restrictions and Bylaws.

#### **AUTHORITY:**

The Board of Directors has established by resolution a Policies and Procedures Committee with oversight responsibilities as directed by the Charter or as additionally by the Board. The Charter is to be reviewed annually, and revised as necessary by the Committee, and presented to the Board, in response to the LCPOA needs.

#### **REPORTING AND COMMUNICATIONS:**

The Policies and Procedures Committee Chairperson shall report the Committee's activities to the Board each quarter and as needed as circumstances require. The Committee shall have prompt and unrestricted access to management and all relevant information and data.

#### **COMPOSITION AND TERMS OF APPOINTMENT:**

The Policies and Procedures Committee shall consist of an appointed Board Member, designated as liaison, an LCPOA Office Staff Advisor designated by the LCPOA Office Staff Manager, and three Committee Members in "Good Standing" (as defined in the LCPOA Bylaws) approved by majority of a quorum of the Board. Committee Members may not participate in any more than two (2) Committees at a time. The appointed terms for the Committee Members will be for three-years, to coincide with the elections at the Annual Meeting in May, and staggered in the beginning so at least two Members carry over to the next election when a vacancy occurs to maintain continuity and fresh perspective. Quorum will require the attendance of two Members (with call in/and or virtual being acceptable as present per LCPOA Bylaws). The Committee Members will elect a Chairperson annually, who is not a Board Member. All Committee Members must sign the LCPOA Board and Committee Code of Conduct Policy.

#### **MEETINGS:**

The Policies and Procedures Committee shall meet at least once each quarter and additionally as circumstances require. The Chairperson will manage the meeting using the agenda and summary templates provided.

#### **RESPONSIBILITIES:**

The Policies and Procedures Committee shall be responsible for reviewing and recommending matters to the full Board. These matters shall include:

1. Reviewing and recommending LCPOA Policies and Procedures, including developing, reviewing, revising, and recommending to the Board.
2. Monitoring compliance and effectiveness, guided by LCPOA Deeded Restrictions and Bylaws.
3. Coordinating and managing Policies and Procedures with assistance from LCPOA Office Staff.
4. Investigating and recommending proactive measures, if necessary, regarding emerging problematic Policies and Procedures issues, that may come to the Committee's attention.
5. Ensuring that the Board receives accurate and complete Policies and Procedures-related information.
6. Performing any other oversight function as requested by the LCPOA Board.
7. Consensus of the Committee making recommendations to the LCPOA Board.
8. All Committees receiving a copy of the LCPOA Deeded Restrictions and Bylaws for reference.