

MONTCLAIR

PROPERTY OWNERS ASSOCIATION COMMUNITY GUIDELINES



ARTICLE 3 COMITTEES

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MONTCLAIR PROPERTY OWNERS ASSOCIATION

RESOLUTION

ARTICLE 3, COMMUNITY GUIDELINES

WHEREAS, Article 6, Section 6.2 of the Montclair Property Owners Association *Amended Deed of Dedication Agreement and Declaration of Covenants, Conditions and Restrictions* states, “ The Board of Directors shall have the power to adopt, amend and repeal Rules, Regulations and Policies...”; and

WHEREAS, Article 4, Section 4.1 of the Montclair Property Owners Association *Bylaws* establishes that the “business and affairs of the Association shall be managed by the Board of Directors”; and

WHEREAS, it is the desire of the Board of Directors to provide a clear and concise compilation of policies and procedures by which committees accomplish their assigned tasks.

NOW THEREFORE BE IT RESOLVED, that the Montclair Property Owners Association Board of Directors approve Article 3 of the *Community Guidelines* as attached hereto:

March 13, 1996
#96-056

Amended:	June 19, 1996	#96-192	
	July 17, 1996	#96-214	
	December 13, 2000	#00-249, #00-250, #00-251, #00-252, #00-253, #00-254	
	June 12, 2002	#02-144	
	January 8, 2003	#03-006	
	November 12, 2003	#03-200	
	December 10, 2003	#03-223	
	May 10, 2006	#06-020	Security Committee Charter
	March 14, 2007	#07-028	Communications Committee Charter
	March 14, 2007	#07-029	MPAC Charter

ARTICLE 3
TABLE OF CONTENTS

COMMITTEES	
General	3-3
Establishment	3-3
Membership.....	3-3
DEFINITIONS	3-3
TYPES OF COMMITTEES	
Standing Committees.....	3-4
Initial Construction Subcommittee of the Covenants Committee	3-5
Ad Hoc Committees	3-5
Committees of the Board.....	3-5
LINE OF COMMUNICATION.....	3-5
RELATIONSHIP OF THE BOARD TO COMMITTEES	
General	3-6
President.....	3-6
Committees’ Coordinator	3-6
Board Liaisons	3-6
RELATIONSHIP WITH THE AGENT	3-7
RESPONSIBILITIES OF STANDING & AD HOC COMMITTEES	
Chairperson	3-7
Sub-committees	3-7
Publications	3-7
Support.....	3-8
Finances.....	3-8
COMMITTEE MEETINGS	
Participation	3-8
Location	3-8
Committee Records	3-8
REPORTS	
Progress Reports.....	3-8
Final Reports	3-9
Annual Reports.....	3-9
Briefings	3-9
ENCLOSURES	
1 – Standing Committee Charters.....	3-10
2 – Board of Directors Committee Charters.....	3-22
3 – Progress Report Sample	3-25
4 – Final Report Sample.....	3-26
5 – Questionnaire for Volunteers Application.....	3-27

ARTICLE 3 COMMITTEES

- 3.1 GENERAL. There is a need from time to time to establish committees to complete specific tasks of the Association. Some of these committees will be of long duration and others on an ad hoc basis. The fulfillment of the Association's responsibilities is charged to the BOD by the membership. Therefore, it is prudent for the BOD to establish certain guidelines under which appointed committees will accomplish their assigned tasks.
- 3.1.1 Establishment. Committees are established under the authority of and in accordance with the Association Documents, or at the direction of the BOD.
- 3.1.2 Membership. Membership on committees is open to all residents of Montclair, i.e., a property owner in good standing. However, at least one committee member shall be a member of the MPOA. In the case of the Election Committee, all committee members shall be members of MPOA, but no committee member may be an active candidate for the Board of Directors or an immediate family member, significant other, management company employee or their immediate family members.
- 3.2 DEFINITIONS.
- 3.2.1 Committee. An organization established by the MPOA Association Documents or by the BOD to perform certain assigned tasks.
- 3.2.2 Standing Committee. A committee established to perform long-term or continuous tasks.
- 3.2.3 Ad Hoc Committee. A committee established by the BOD to address a specific issue.
- 3.2.4 Committee of the Board. A committee made up of Board members appointed by the President and tasked with functions that fall under the BOD's purview.
- 3.2.5 Charter. A brief formal document, which outlines the assigned objectives and tasks of committees. The charter is effective when it is approved by a majority vote of the BOD present and voting at a meeting of the Board.
- 3.2.6 Chairperson. That member of the committee who is appointed by the President to lead the committee. In the case of the Election Committee, the Chairperson shall be a member of the Association, but not a member of the Board, an active candidate for the Board, or an immediate family member of a Board member or active candidate for the Board.
- 3.2.7 Committee Members. An MPOA member or resident in good standing and who is properly designated to be a participant of a committee. Members of the Board will normally not be appointed as committee members.
- 3.2.8 Committees' Coordinator. A collateral duty of a Board member, with responsibility for coordination of the efforts of Standing and Ad Hoc Committees.
- 3.2.9 Board Liaison. A collateral duty of a Board member, with responsibility for providing advice regarding Board policy to a specific committee. In the case of the Election Committee, the Board Liaison shall not be an active candidate for the Board of Directors or an immediate family member, significant other, management company, or other immediate family members or significant others.

- 3.2.10 **Progress Report**. A detailed report (oral or written) of activities and progress made toward completion of a specific task.
- 3.2.11 **Final Report**. A report documenting actions taken to complete a specific task. The final report should detail cost figures or earnings for the task, specific problems encountered in completing the task, recommendations for commendations by the BOD for volunteers, staff members, or civic organizations, recommendations for future efforts, and should include copies of any publications generated as a part of the task.
- 3.2.12 **Annual Report**. A brief oral report made to the MPOA Membership at the Annual Meeting that outlines the major tasks and accomplishments of the committee during the fiscal year.
- 3.3 **TYPES OF COMMITTEES**. There are three basic types of committees: Standing Committees, Ad Hoc Committees, and Committees of the Board.
- 3.3.1 **Standing Committees**. “Standing Committees” are organizations established by the Association Documents or by the BOD to perform long-term or continuous tasks. At present, the Standing Committees are:
- a. **Covenants Committee (CC)** – Through the Covenants Administrator; the CC receives and reviews all requests for alterations and additions made on or to existing structures and lots which have been conveyed to a homeowner. In carrying out its responsibilities, the CC strives to preserve the natural beauty of Montclair, maintain and enhance property values, and ensure that all modifications adhere to your protective covenants.
 1. **Modifications Subcommittee** – Charged with ensuring that proposed exterior alterations comply with the objectives set forth in the covenants. This involves regular and systematic review of all Property Improvement Request (PIR) applications for exterior alterations submitted by members;
 2. **Initial Construction Subcommittee** – Charged with reviewing new construction applications by builders and developers.;
 - b. **Budget and Finance Committee** – The budget submitted annually for approval by the membership at the annual meeting is developed by the Budget & Finance Committee. The budget is developed to ensure sufficient funds are programmed into the annual operating budget, adequate reserve funds are retained, and to make recommendations to the Board of Directors concerning the establishment of formal policy related to the financial management of the Association;
 - c. **Community Events Committee** – The Community Events Committee sponsors traditional community-wide events, such as the Easter Egg Hunt, Montclair Day, 4th of July Celebration and Bike Parade, Oktoberfest, a Holiday House Decorating Contest, and Santa’s Visit. The Community Events Committee pursues the enhancement of community spirit and continually seeks additional opportunities to provide for the enjoyment of Montclair residents;
 - d. **Communications Committee** – The Communications Committee provides creative and technical methods to enhance all avenues of communications between the BOD and members of the association, as well as, suggesting methods of facilitating information flow from sources outside of the Montclair community. These avenues of communication include but are not limited to the MPOA web site, the *Montclairion*, Armstrong Connect, mailings, and community bulletin boards.
 - e. **Election Committee** – The Election Committee oversees the election process at Annual Meetings and Special Meetings. Committee members provide recommendations on

3.3.1 Standing Committees - continued.

policies and rules governing the orderly and accurate registration of voters/proxies/ballots monitor the casting, collecting, and tallying of votes for the election of the Board of Directors, the adoption of the budget and other issues brought before the community for a vote;

- f. **Lake Management Committee (LMC)** –The purpose of this committee is to oversee and manage lake dredging, maintenance of the dam, and lake ecology;
- g. **Landscape and Facilities Management Committee (LFMC)** – The purpose of the committee is to oversee and manage the landscaping, improvements, and maintenance of facilities, structures, and common areas within Montclair.
- h. **Planning, Environs, Land Use, and Transportation Committee (PELT)** – The PELT Committee monitors those matters which might have an impact on the community. When appropriate, the committee acts in the community’s interest as a liaison with are developers, businesses, and local government agencies. Some of the PELT Committee issues include planned area development with particular concern over the Powells Creek watershed, environmental dumping, and community promotion;
- i. **Safety Committee** – The Montclair Security Force patrols the community of Montclair to observe and report. They provide a 24-hour patrol of the community in highly-visible security vehicles with radio and telephone communications with police and emergency services, including safety matters and concerns; and

Each committee is governed by a charter, which has been approved by the BOD. Charters for Standing Committees may be found in Enclosure (1) of this Article. Each Standing Committee shall review its charter annually and make any recommendation for changes to the BOD. Charters remain in effect until modified or cancelled by the BOD.

3.3.2 Initial Construction Subcommittee of the Covenants Committee. The Initial Construction Subcommittee, which has jurisdiction over original construction within Montclair, is comprised of five members, appointed by the President with the approval of the Board. Section 7.2(a) of the Amended Declaration outlines the authority and jurisdiction of the Initial Construction Subcommittee.

3.3.3 Ad Hoc Committees. “Ad Hoc Committees” are established by the BOD to address a specific problem. Ad Hoc Committees may only be established by the BOD. Ad Hoc Committees may be chartered or charged verbally by the President. That charge shall be documented by the President in a memorandum to the BOD. The charter or memorandum outlining a verbal charge for Ad Hoc Committees shall be maintained by the Association.

3.3.4 Committees of the Board. There are certain tasks that the Board may not delegate, but which are not conducive to being handled by the Board acting as a Committee of the Whole. Therefore, certain “Committees of the Board” have been established to handle these tasks. Committees of the Board are:

- a. Architectural Appeals Board (AAB) – The AAB must have three members whose terms are for three months that are staggered throughout the year;
- b. Business Review Board (BRB); and
- c. Montclairion Advisory Committee;

The President shall designate the chairperson and members of these committees. Membership shall generally rotate during the MPOA fiscal year. Charters for Committees of the Board may be found in Enclosure (2) of this Article. As with Standing Committees, these charters must be approved by the BOD and remain in effect until modified or cancelled by the BOD.

3.4 **LINE OF COMMUNICATION.** The BOD shall communicate with its committees, via the chairperson, through the Committees' Coordinator and the Board Liaisons. However, the Board may deal directly with any committee at any time the Board deems it necessary. Similarly, any chairperson may request to meet with the Board. Requests for personnel support and equipment are to be made by the chairperson to the Community Manager. The Community Manager is charged with assigning priorities to all requests for support and will keep a record of those requests and any action taken. This record will be included as part of the Manager's Report at the Monthly Meeting of the BOD.

3.5 **RELATIONSHIP OF THE BOARD TO COMMITTEES.**

3.5.1 **General.** The BOD desires and encourages committees to provide advice and recommendations on all matters falling within a particular committee's area of concern and expertise to the Board.

3.5.2 **President.** The President is charged with the overall operations of the Association of which committee activities are a part. In this capacity the President is an ex officio member of every committee with the exception of the Election Committee. Responsibilities of the President include:

- a. Ensure that each committee charter is approved by the Board;
- b. Designate which member of each committee is appointed as chairperson;
- c. Appoint the Committees' Coordinator and individual Board Liaisons; and
- d. Ensure that the activities of committees are appropriately coordinated by the Committees' Coordinator and supported by the Agent.

The President may elect to retain the responsibilities and duties of the Committees' Coordinator and has the sole discretion in determining whether or not to fill the positions of Board Liaisons.

3.5.3 **Committees' Coordinator.** The duties of Committees' Coordinator shall generally be charged to the Second Vice President, if such a position is established during a given term of the BOD. The Committees' Coordinator is responsible for the coordination of all committees established by the Association Documents or the BOD, with the exception of the Committees of the Board. As such, he or she will direct the operations of the committees and issue appropriate instructions required to ensure the committees accomplish objectives assigned by the BOD, as set forth by the approved charters or verbal instructions. Specific responsibilities include:

- a. Establish and maintain direct contact with the chairperson of each committee;
- b. Coordinate the activities of the committees and Agent, ensuring the objectives of their assigned charter or verbal instructions are accomplished;
- c. Ensure all committees report regularly to the BOD concerning their activities;
- d. Ensure all final reports of committees are complete prior to forwarding to the BOD for approval;
- e. Make a recommendation to the Board annually during the month of April as to which committees should be continued;
- f. Ensure that a record be kept concerning each committee. As a minimum, the following will be included:
 1. Charter;
 2. Membership roster, including the chairperson;
 3. Progress Reports;
 4. Final Reports;
 5. Annual Reports;
 6. Board actions; and
 7. Financial record of any funded activity;

3.5.3 Committees' Coordinator (continued)

- g. Appoint members to the Standing and Ad Hoc Committees, with the exception of the Covenants Committee and the Initial Construction Subcommittee and Election Committee. Provide recommendations to the President on chairperson appointments; and
- h. Provide recommendations to the Board for appointments to the Covenants Committee and the Initial Construction Subcommittee and Election Committee.

3.5.4 Board Liaisons. Board Liaisons, when named by the President, are responsible for the following:

- a. Working closely with the committee chairperson, providing advice to their specific committee regarding Board policies, and any additional direction that is deemed necessary or is provided by the BOD from time to time;
- b. Keep track of all actions directed by the BOD to their specific committee until the action is completed. Advise the BOD of any outstanding action items; and
- c. Forward to the BOD any requests from a committee chairperson for direction or action by the BOD.
In the event that Board Liaisons are not named, the Committees' Coordinator shall fulfill the responsibilities of the Board Liaisons.

3.6 RELATIONSHIP WITH THE AGENT. The Agent provides support to all committees and assists the Committees' Coordinator in coordinating efforts of committees. The Community Manager sets the daily priorities for the on-site staff. The Agent shall bring to the prompt attention of the President any request for support by a committee that is beyond staff capabilities or the scope of the Agent's contract.

3.7 RESPONSIBILITIES OF STANDING & AD HOC COMMITTEES. Each member of a committee is responsible for assisting the chairperson in accomplishing the tasks assigned to the committee.

3.7.1 Chairperson. The chairperson of each committee is appointed by the President of the BOD. Responsibilities of the chairperson are:

- a. Conduct the affairs of the committee in accordance with the approved charter;
- b. Ensure that meetings are held as often as required, but not less than quarterly;
- c. Ensure that minutes are kept and that reports and briefings are made when required;
- d. Ensure that all external action, including any correspondence, is coordinated through the Committees' Coordinator or the Agent;
- e. Ensure that all action of the committee is non-partisan when dealing with federal, state, county, or local governmental entities or their representatives;
- f. Ensure that recommendations to the BOD on any given course of action include dissenting opinion(s) voiced by committee members; and
- g. Make recommendations for new committee members to the Committees' Coordinator.

3.7.2 Sub-committees. Sub-committees may be established by a committee, with approval of tasks and membership made by the Committees' Coordinator. When necessary, Sub-committee charters or memoranda of tasking will be approved by the committee.

3.7.3 **Publications.** All materials for publication by committees must be submitted in draft form to the Community Manager for appropriate action. The Community Manager will be responsible for editing and seeking appropriate approval of the publication. Distribution of the document will be determined by the Community Manager in consultation with the committee, or by the BOD, as appropriate.

3.7.4 **Support.** Committees should utilize their own members to be as self sufficient as possible. Staff support should be considered as a back up to the committees. Committees shall seek to provide their own routine report preparation and distribution. Requests for staff support shall be made to the Community Manager on a timely basis to allow for prioritization of personnel time.

3.7.5 **Finances.** Committees shall not incur expenses without prior approval of the Board, unless it is specifically outlined in the approved Annual Budget and coordinated through the Community Manager. All expenditures of funds and collection of any income shall be done in coordination with the Treasurer of the Association.

3.8 COMMITTEE MEETINGS. Meetings will be scheduled by the chairperson at least quarterly or as often as necessary to accomplish the assigned tasks and objectives in the timeframes set forth in the activity plan. All meetings will be regulated by an agenda that is established by the chairperson based upon recommendations of the committee members prior to the meeting.

3.8.1 **Participation.** Participation at committee meetings is limited to committee members, guests specifically invited by the committee, and Members who have actions pending before the committee (such as an individual with a Property Improvement Request to be considered at a meeting of the Covenants Committee). Other MPOA members may attend meetings. However, the deliberations of the Covenants Committee, the Architectural Appeals Board, and the Home Business Review Board are held in closed session. The President is an ex officio member of all Standing and Ad Hoc Committees, with the exception of the Election Committee. The Treasurer is an ex officio member of the Budget and Finance Committee. The Covenants Administrator, provided by the Agent, is a full member of the Covenants Committee. The Committees' Coordinator and the Board Liaisons may participate in committee meetings in an advisory capacity.

3.8.2 **Location.** All committee meetings shall be held within Montclair, unless otherwise agreed upon by a majority of the committee membership. Committees are strongly encouraged to hold their meetings in the MPOA building.

3.8.3 **Committee Records.** Records of committee meetings, activities, actions, and finances will be maintained by the chairperson. A copy of all correspondence, final reports, and annual reports will also be maintained. All committee records will be available to members upon request except/unless protected or not required to be available for examination pursuant to the Virginia Property Owners' Association Act – §55-510.

3.9 REPORTS.

3.9.1 Progress Reports.

- a. **Submission.** Reports on a committee's activities should be submitted by the chairperson to the BOD as appropriate. The Committees' Coordinator will review and evaluate the progress of the committee and make recommendations, as necessary, to the BOD.
- b. **Content.** Progress Reports should be used to advise the BOD of completed actions pertaining to a specific task which were accomplished since any preceding report. The report should highlight any problem areas requiring the assistance of the BOD, the Committees' Coordinator, or the Agent.

3.9.1 Progress Reports (continued)

- c. **Report Format.** A sample format for a written Progress Report is provided as enclosure (3). Oral reports should follow the same basic outline.

3.9.2 Final Reports.

- a. **Submission.** A final written report should be submitted by the chairperson to the BOD through the Committees' Coordinator following completion of any specific task.
- b. **Content.** The Final Report should include a summation of all actions required to complete a specific task, any funding requirements or earnings generated by the task, recommendations for commendations by the BOD to individuals or organizations for actions related to the task, recommendations on future efforts, and copies of any publications resulting from the task.
- c. **Report Format.** A sample format for Final Report is provided in enclosure (4).

3.9.3 Annual Reports. Annual Reports are brief verbal reports made by the chairperson of each Standing Committee to the Membership at the Association's Annual Meeting. Ad Hoc Committees may also be asked to submit an Annual Report. This report should highlight the major activities of the committee during the preceding year. The chairperson shall provide a written draft of the Annual Report to the Board, via the Committees' Coordinator one month prior to the Annual Meeting.

3.10 BRIEFINGS. Verbal briefings to the BOD by committee chairs should be scheduled on a quarterly basis, or when basic policy decisions by the Board are required for the committee to accomplish its tasks, or when the committee is required to present various courses of action to the BOD for a decision. All briefings will be scheduled through the Committees' Coordinator, with support from the Community Manager.

ARTICLE 3, ENCLOSURE 1
STANDING COMMITTEE CHARTERS

COVENANTS COMMITTEE CHARTER

1. **BACKGROUND:** The Covenants Committee is a standing committee of the Montclair Property Owners Association (MPOA) required by Section 6.1 of the Bylaws and Article 7 of the Amended Declaration and exercises its authority as outlined in Article 7 of the Amended Declaration and the Community Guidelines. There shall be at least five members of the Covenants Committee, who are appointed by the President with the approval of the Board of Directors. The term of the members of the Covenants Committee are from one to three years.

2. **STRUCTURE OF THE COMMITTEE:** The Covenants Committee is composed of two subcommittees: 1)the Initial Construction Subcommittee, and 2)the Modifications Subcommittee. The Initial Construction Subcommittee is composed of five members appointed by the President of the Association. The subcommittees have the powers enumerated in Section 7.2 of the Amended Declaration and additional powers as delegated by the Board of Directors. The modification subcommittee shall have a minimum of five members.

3. **OBJECTIVES:** The purpose and objectives of the Covenants Committee are to assure that the Property is always maintained in a manner:
 - a. Providing for visual harmony and soundness of repair;
 - b. Avoiding activities deleterious to the aesthetic or property values of Property; and
 - c. Promoting the general welfare and safety of the owners, their guests and other invitees.

4. **RESPONSIBILITIES:**
 - a. ***Modifications Subcommittee:***
 1. To insure that all modifications, additions, repairs, replacements or alterations to Lots or the exterior of existing improvements on the Lots and to Common Area meet the requirements and standards set forth in the Amended Declaration and in the Architectural Guidelines, including Lots within sub-associations.
 2. To review, evaluate, and approve or disapprove all Property Improvement Request (PIR) applications submitted by owners of residential lots.
 3. To make recommendations to the Board of Directors and Covenants Administrator concerning additions or modifications to the covenants, restrictions, and Architectural Guidelines.
 4. To review the documents of all sub-associations to insure that architectural guidelines and information comply with MPOA documents.
 - b. ***Initial Construction Subcommittee:***
 1. To review and approve or disapprove the plans for the initial construction of any structure to be located on the Property.
 - c. ***Guidance:***
 1. Applicable articles of the Amended Declaration, and the Architectural Guidelines will serve as the basis for all Committee decisions.
 2. The requirements set forth in the above mentioned documents shall be administered objectively and fairly to all concerned, and shall be uniformly applied throughout the community.
 - d. ***Requirements:***
 1. Review, update, and develop procedures for the processing of Property Improvement Request (PIR) applications.
 2. Process and render decisions on PIRs within thirty (30) days of receipt of the PIR by the Covenants Administrator.

ARTICLE 3, ENCLOSURE 1
STANDING COMMITTEE CHARTERS

COVENANTS COMMITTEE CHARTER

Page 2

d. Requirements - continued:

3. Report any alterations, modifications, or additions which have not been submitted to the Covenants Committee or which have been disapproved by the Covenants Committee, the Architectural Appeals Board, or the Board of Directors to the Covenants Administrator for processing as covenants violations.
4. Establish liaison with Architectural Review Committees of sub-associations in Montclair, to insure that projects approved by those entities comply with MPOA documents, guidelines, and policies.
5. Ensure the presence of the Covenants Committee Chairperson, Covenants Administrator, or other committee representative at all Board of Directors and Architectural Appeals Board meeting as required or requested.
6. Perform all duties as required and requested by the Board of Directors and assist the Covenants Administrator as requested.

e. Administration:

1. Article 3 of the Community Guidelines of Montclair outline the basic requirements for administration of the committee's activities.
2. The Covenants Committee is responsible to the Board of Directors through the Board's Liaison to the Covenants Committee.
3. Membership is unlimited, but with a minimum of five members and will be determined by work load and community growth. Representation of all sections of Montclair is the ultimate goal.
4. The Covenants Committee Chairperson shall be selected and appointed by the MPOA President.
5. All voting committee members must be members of residential lots in Montclair.

ARC charter
May 22, 1996
Amend:
December 13, 2000
June 12, 2002

Resolution #96-163

Resolution #00-252
Resolution #02-144

ARTICLE 3, ENCLOSURE 1
STANDING COMMITTEE CHARTERS
BUDGET AND FINANCE COMMITTEE CHARTER

1. **BACKGROUND:** The Budget Committee has been tasked with the development of a budget for approval of the Board of Directors to ensure that sufficient funds are available to meet the bonafide requirements for a one year operating cycle and also provide funds for a contribution to reserves.

2. **OBJECTIVES:**
 - a. To ensure that sufficient funds are programmed in the annual operating budget to provide Board-directed and community expected services, security and ground facilities maintenance.
 - b. To ensure adequate reserve funds are retained, collected and allocated for the purchase and maintenance of required capital equipment to include the expansion, repair and refurbishment of common facilities.
 - c. To make recommendations to the Board of Directors concerning the establishment of formal policy related to the financial management of the Association.

3. **GUIDANCE:**
 - a. The Budget committee has been appointed to perform those tasks necessary;
 - (1) to assist the MPOA Board of Directors in establishing the annual budget as prescribed in Article 4, Section 4.1 of the MPOA Amended Declaration, and
 - (2) to assist the MPOA President and MPOA Treasurer in their concerning financial matters as authorized in Article 7 of the MPOA Bylaws.
 - b. The Budget Committee is to coordinate its activities under the direction of the MPOA President and Treasurer and is to work in close harmony with the MPOA Community Manager, Accountant and affected Committee Chairpersons.

4. **REQUIREMENTS:**
 - a. Develop a proposed budget for the coming fiscal year for approval by the Board of Directors.
 - b. Develop and generate a proposed assessment in support of the proposed budget.
 - c. Review budget proposals made by the MPOA Manager, department heads, committee members affected by the budget and any interested property owners.
 - d. Make quarterly, reviews of the current operating budget to determine if current year budget revision should be recommended to the Board of Directors.
 - e. Periodically review the MPOA Reserve Fund and any other MPOA financial matters to determine if any recommendations should be made to the Board of Directors.
 - f. Evaluate previous fiscal year budget execution and then recommend any required action which should be taken by the Board of Directors to ensure closer adherence to future budgets.
 - g. Forward an initial draft of the proposed budget to the Board of Directors in November.
 - h. Obtain membership input at public meeting.
 - i. Present the fiscal budget proposal to the Board of Directors to approve at the December Board of Directors meeting for inclosing in the Annual Meeting package.

5. **ADMINISTRATION:**
 - a. Article 3 of the community Guidelines of Montclair (Committees) will be used as the basic document for administration of the Committee activities.
 - b. The Committee is responsible to the Board of Directors under the administration of the MPOA Treasurer. The Community Manager will assist the Treasurer and will provide administrative support to the committee.
 - c. Membership of the committee shall include the MPOA Treasurer.

- d. The Budget Committee meetings at which the proposed budget is discussed and compiled will be open to all property owners.

Budget Committee charter

	June 23, 1993	Resolution #93-132
Amend:	June 12, 2002	Resolution #02-144
Amend:	October 12, 2005	Resolution #05-266

ARTICLE 3, ENCLOSURE 1
STANDING COMMITTEE CHARTERS
COMMUNICATIONS COMMITTEE CHARTER

1. **Background:** In February 2006 the MPOA BOD established an Ad Hoc Committee on Communications for the specific purpose of evaluating and improving the then current community web site. In October of 2006 the Ad Hoc Committee delivered a more modern and responsive web site designed to the needs of Montclair. Subsequently, the BOD decided to elevate the Ad Hoc status of the Committee to a full standing Committee on Communications (Communications Committee).
2. **Objectives:**
 - a. To provide creative and technical methods to enhance all avenues of communications between the BOD and members of the association, as well as, suggesting methods of facilitating information flow from sources outside of the Montclair community. These avenues of communication include but are not limited to; the MPOA web site, the *Montclairion*, Armstrong Connect, mailings, and community bulletin boards.
 - b. To suggest improvements and upgrades which expedite and expand the use of modern technology.
 - c. To coordinate with the BOD, the Management staff, and other applicable standing committees with the integration of Board approved enhancements.
3. **Guidance:** The Communications Committee will be guided by the MPOA Documents. Oversight of content of any and all MPOA published material remains the authority of the BOD and/or the Montclair Publication Advisory Committee (MPAC).
4. **Requirements:**
 - a. The Committee shall develop both a near-term and long-term “Montclair Communications Plan” to be reviewed and updated annually.
 - b. The Committee will coordinate and work with other Montclair groups or outside organizations as appropriate.
 - c. The Committee shall coordinate plans and activities with other MPOA standing committees as appropriate.
 - d. The Committee shall keep the MPOA Board of Directors regularly informed of its activities through monthly reports and an annual report.
5. **Administration:**
 - a. Article 3 of the Community Guidelines of Montclair (Committees) will be used as the basic document for administration of the Committee’s activities.
 - b. The Committee shall consist of a Chairperson and interested residents of Montclair. Meetings shall be conducted monthly. Committee members are expected to work both as a group and independently on special projects as appropriate. In addition, the BOD will assign a Board member as a liaison; this Board member may or may not be a member of the MPAC.

ARTICLE 3, ENCLOSURE 1
STANDING COMMITTEE CHARTERS
COMMUNITY EVENTS COMMITTEE CHARTER

1. **BACKGROUND:** The Community Events Committee is a standing committee of the Montclair Property Owners Association (MPOA). The history of the committee dates back to the 1970's when the developer established an Annual Montclair Day Celebration. Additional Recreation Committee activities have become traditions at Montclair. The fiscal year 1995/96 activities include: an Easter Egg Hunt, a Teen Dance on July 3, a Fourth of July Celebration, a Youth Beach party in August, an Oktoberfest, a year-end house decorating contest, and a visit from Santa. These are community-wide activities.
2. **OBJECTIVES:**
 - a. To improve the quality of life in Montclair through enhanced community spirit.
 - b. To conduct annual community recreational activities that provide family fun and bring the community together.
 - c. To seek out additional opportunities to provide activities and facilities for the enjoyment of the residents of Montclair.
3. **GUIDANCE:**
 - a. The Annual Montclair Day shall be scheduled for the first Saturday in June.
 - b. The Annual Oktoberfest shall be scheduled for the last Saturday in September.
 - c. Lake Montclair Clean-Up Day shall be scheduled for the last Saturday in April.
 - d. Schedule a minimum of two youth events for the year.
 - e. A schedule of events will be presented to the Board for their review as part of the committee's reports.
 - f. Staff will provide assistance to move equipment and supplies to and from event sites and in preparing and executing contracts such as those needed for entertainment.
4. **ADMINISTRATION:**
 - a. Article 3 of the Community Guidelines of Montclair (Committees) will be used as the basic document for administration of the Committee activities.
 - b. The Community Events Committee will meet as necessary for planning and coordination of community events.
 - c. Reports will be submitted after each community event. Reports may be verbal or written, but at a minimum, written reports will be submitted for Montclair Day and Oktoberfest.

Recreation Committee charter
July 13, 1995 Resolution #95-417
Amend:
June 12, 2002 Resolution #02-144

ARTICLE 3, ENCLOSURE 1
STANDING COMMITTEE CHARTERS
ELECTION COMMITTEE CHARTER

1. **BACKGROUND:** The Election Committee was established to provide recommendations to the Board of Directors and assist with the implementation of the voting process at annual and special meetings.
2. **OBJECTIVES:** The Committee shall recommend administrative deadlines to the Board of Directors; and shall develop and administer procedures as approved by the Board of Directors on policies and rules for the validation of proxies, registration of voters and casting and tallying of all votes
3. **GUIDANCE:** The Election Committee shall be guided by the MPOA documents and the Board of Directors.
4. **REQUIREMENTS:** Through the Committee Chair or the Second Vice President of the Board of Directors, the Committee shall report its progress each month at the appropriate Board meeting, beginning in November and ending at the appropriate Board meeting following the Annual Meeting. The Committee shall present at the January Board Meeting the final form of all policies and rules deemed necessary to meet the objectives. The Committee shall administer Special Elections and Referendums as requested by the Board of Directors.
5. **MEMBERSHIP:** All committee members shall be members of MPOA. However, no committee member may be an active candidate for the MPOA Board of Directors or a candidate's immediate family members or significant other. No committee member may be an employee of the management company or an employee's immediate family members or significant other.
6. **ADMINISTRATION:** Article 3 of the Community Guidelines of Montclair (Committees) will be used as the basic document for administration of the Committee activities. The documents require the size of the committee to consist of "not less than three (3) Members at least two of whom are not Members of the Board." The Committee is responsible to the Board of Directors under the administration of the Second Vice President. The Community Manager will provide staff support to the Committee.

Election Committee charter
December 7, 1995
Amend:
June 12, 2002
Amend:
January 12, 2005

Resolution #95-569

Resolution #02-144

ARTICLE 3, ENCLOSURE 1
STANDING COMMITTEE CHARTERS
LAKE MANAGEMENT COMMITTEE (LMC) CHARTER

1. **BACKGROUND:** The Board of Directors in fiscal year 1996/97 determined that the Common Area Management Committee (CAMC) responsible for maintenance, care, and improvements of the common areas and lake should be divided into two independent committees. This resulted in the formation of the Lake Management Committee (LMC) and the Landscape and Facilities Management Committee (LFMC), established by the Board of Directors in Fiscal Year 1996/97. The purpose of the committees is to oversee and manage the water quality, lake ecology, lake dredging, dam maintenance, and common areas that abut Lake Montclair.

2. **OBJECTIVES:**

As Members of this standing committee, Montclair volunteers serve the community and its Board of Directors (BOD) to assure that the quality of the lake and its environment is maintained. The LMC will oversee and manage water quality, lake ecology, fishery, lake dredging, dam maintenance, and common areas abutting Lake Montclair. In pursuit of this mission, the Lake Management Committee establishes plans for specific projects and takes action to effect improvements that will not only maintain the current level of quality, but will also increase it. Actions by the LMC will occur following recommendations to the BOD, approval by the BOD, and the provision of funding. The LMC will provide recommendations to the Board of Directors on wildlife habitat, treatment and controls within the community as it relates to the lake. As appropriate, the LMC will work with other committees on issues affecting recreation area, wildlife areas, and the environment in and around the lake.

3. **MEMBERSHIP:** Although there are no specific qualifications required to serve on the LMC, a genuine interest in the quality of the lake's environment and its value to the community is highly desired.

Member Activities. Expertise and willingness to contribute to the plans and actions are needed in activities such as:

- Preparing, reviewing and recommending to the BOD methods and practices for ensuring the best possible water quality in Lake Montclair.
- Accompanying County or State officials during the annual dam inspection and executing a follow-on plan of action and milestones.
- Developing specifications for bid proposals.
- Participating in proposal evaluation and make recommendations to the BOD.
- Developing long-range lake dredging plans.
- Developing and executing plans for lake vegetation controls, game fish, and fish habitat.

Size of Committee. The body of the committee should consist of a realistic number of individuals so that it will effectively function as a committee through a voting process. Seven to twelve members are considered a manageable size for efficient committee work. A LMC of this size is desired for the following reasons:

- a. Staff the LMC with a spectrum of experience/expertise.
- b. Assignments to LMC activities and projects.
- c. Open discussions for agreement or disagreement on plans, action, and recommendations to the BOD.
- d. Obtaining a meaningful, democratic vote.

Chairperson Responsibilities. In addition to the Chairperson responsibilities listed in the Community Guidelines, Article 3, Section 3.7.1, the Chairperson will:

- a. Not hold a meeting without a quorum; which is defined as a majority of the LMC membership.
- b. Prepare an agenda for each meeting. Agenda input will be requested from each committee member.
- c. Lead the committee discussions and facilitate the addressing of all agenda items. Assure consideration of concerns and issues by all members so that the recommendations for action will reflect the viewpoints by the membership.
- d. Keep the LMC membership informed on the results of liaison meetings with the BOD and Association Management.

Member Responsibilities. Members will keep the Chairperson informed on their availability for meetings in a timely manner. They will also:

- a. Provide agenda input to the Chairperson.
- b. Attend scheduled meetings for the purpose of discussions, planning and voluntary action assignments.
- c. Participate in the voting process. Each member of the LMC may submit a minority vote result to the BOD, if such input is considered to be of personal concern.
- d. Accept assignments to execute action plans and provide post-action information and status to the LMC membership.
- e. Routinely observe the lake and its watershed to note trends affecting the quality. Present observations for LMC consideration and make recommendations.

Any member of the LMC who misses three consecutive meetings or half of the annual meetings is subject to dismissal by the President of the BOD upon recommendation by the LMC membership.

If two members of the same residence are members of the LMC, only one vote will be accepted.

4. ADMINISTRATION:

- a. Article 3 of the Community Guidelines of Montclair (Committees) will be used as the basic document for administration of the Committee activities.
- b. The Community Manager and Maintenance Chief are ex-officio members of the Committee.

Amend:

June 12, 2002

Resolution #02-14

November 12, 2003

Resolution #03-200

ARTICLE 3, ENCLOSURE 1
STANDING COMMITTEE CHARTERS
LANDSCAPE AND FACILITIES MANAGEMENT (LFMC) COMMITTEE
CHARTER

1. **BACKGROUND:** The Board of Directors in fiscal year 1996/97 determined that the Common Area Management Committee (CAMC) responsible for maintenance, care, and improvements of the common areas and lake should be divided into two independent committees. This resulted in the formation of the Lake Management Committee (LMC) and the Landscape and Facilities Management Committee (LFMC), established by the Board of Directors in Fiscal Year 1996/97. The purpose of the committee is to oversee and manage the landscaping, improvements, and maintenance of facilities, structures, and common areas within Montclair.
2. **OBJECTIVES:** The LFMC was conceived and established to provide recommendations to the Board of Directors regarding the maintenance and upkeep of all common area land and facilities for which MPOA is accountable and responsible. This responsibility is exclusive of lake and dam management. The committee, as conceived, will review and recommend proposed improvements and maintenance to all common areas according to the guidelines established in the Articles of Incorporation.
3. **GUIDANCE:** The LFMC shall use the Architectural Guidelines and Article 3 of the Community Guidelines of Montclair (Committees) and recommendations of all other committees sharing common area interests.
4. **REQUIREMENTS:**
 - a. Review and make recommendations to the Board of Directors on all facility maintenance, repairs, and improvements within the MPOA common areas.
 - b. Insure that bid specifications are developed for all approved projects that are projected to exceed \$1,500.00 in cost.
 - c. Insure that all common areas are inspected at least annually and provide written reports noting conditions found and corrective actions required.
 - d. Develop usage plans and maintenance standards for all common areas.
 - e. Develop annual budget recommendations for submission to the MPOA budget committee.
5. **ADMINISTRATION:**
 - a. Article 3 of the Community Guidelines of Montclair (Committees) will be used as the basic document for administration of the LFMC committee activities.
 - b. The LFMC is responsible to the Board of Directors under the administration of the Second Vice President.
 - c. The Community Manager and Maintenance Chief are ex officio members of the LFMC.

LFMC Committee charter

May 22, 1996

Resolution #96-164

Amend:

June 12, 2002

Resolution #02-144

ARTICLE 3, ENCLOSURE 1
STANDING COMMITTEE CHARTERS
PLANNING, ENVIRONS, LAND USE, & TRANSPORTATION (PELT)
COMMITTEE CHARTER

1. **BACKGROUND:** As a result of continued economic growth and residential expansion in Eastern Prince William County and the Northern Virginia region, many issues of interest to Montclair residents originate outside of its borders and in the surrounding environs. Therefore, it is important to establish a MPOA standing committee with specific responsibilities for these matters. The Planning, Environs, Land Use & Transportation Committee (PELT) of the Montclair Property Owners Association is tasked with monitoring activities external to Montclair’s borders, and when appropriate, acting in the community’s interests as an advocate of MPOA views.
2. **OBJECTIVES:**
 - a. To monitor closely the activities of governmental committees, boards, and other external entities which may effect the Montclair community;
 - b. To represent MPOA interests, serve as appointed members of Prince William County, regional, or state bodies;
 - c. To investigate proposed and planned activities in the local, state and regional areas and to propose recommendations to the MPOA Board of Directors to mitigate any potential adverse effects on Montclair or its environs;
 - d. To coordinate Committee activities with other committees and groups, both within and outside Montclair; and
 - e. To facilitate Montclair resident awareness by ensuring communication mechanisms are used for timely sharing of information associated with external matters.
3. **GUIDANCE:**
 - a. The Chair of the Committee shall seek to insure that a member or members of the Committee attend public and group meetings and hearings associated with matters external to Montclair borders;
 - b. The Committee shall monitor internet sites of public organizations whose activities may impact on Montclair and its environs;
 - c. The Committee Chair, or their designee, shall represent Montclair at public and group meetings and hearings, as appropriate, and as requested by the MPOA Board of Directors or the MPOA President; and
 - d. The Committee shall represent Montclair views as outlined in MPOA Policy Statements or as directed by the MPOA Board of Directors.
4. **REQUIREMENTS:**
 - a. Review and evaluate local, state, and regional plans and activities in a timely manner and recommend any action to be initiated by the MPOA Board;
 - b. Maintain, cultivate, and pursue beneficial contacts with various municipal and community groups, governmental committees, boards, etc., to assure property owner concerns are taken into consideration in a timely manner; and
 - c. Report to the MPOA Board of Directors on issues associated with activities external to Montclair borders.
5. **ADMINISTRATION:**
 - a. Article 3 of the Community Guidelines of Montclair (Committees) will be used as the basic document for administration of the Committee activities.
 - b. The Committee is responsible to the MPOA Board of Directors through the Board’s PELT Committee liaison;
 - c. Committee membership is unlimited, activities are determined by Committee consensus, with the approval of the MPOA Board; and
 - d. Due to the breadth of responsibility of the PELT Committee, it is anticipated that Sub-committees will be formed to allow members to concentrate on related issues. The Committee Chair shall appoint the Chairs for “Sub-Committees”, with the concurrence of the MPOA President. Sub-Committee Chairs shall coordinate the activities of their respective sub-committee with, and shall report to, the Committee Chair. The Committee Chair shall submit a simplified Charter for Sub-Committees to the Board of Directors as

soon as practicable after formation of the Sub-Committee, and the organizations and groups in which the Sub-Committee will participate and/or monitor.

PELT Committee Charter

June 23, 1993 Resolution #93-136

Amend:

June 12, 2002 Resolution #02-144

ARTICLE 3, ENCLOSURE 1
STANDING COMMITTEE CHARTERS
SAFETY COMMITTEE CHARTER

1. **BACKGROUND:** The Montclair Security Force patrols the community of Montclair to observe and report. They provide a twenty-four hour per day patrol of the community in highly visible security vehicles with radio and telephone communications with police and emergency services. In 1996, the MPOA BOD expanded the mission of the standing committee, which oversees the Montclair Security Force to include safety matters and concerns of Montclair. The name of the committee was changed to the Safety Committee, to reflect this expanded responsibility.
2. **OBJECTIVES:**
 - a. To provide oversight over the implementation of policies, directives, resolutions, and communications of the MPOA BOD concerning safety and security in the community.
 - b. To provide information to the MPOA BOD on the overall operation, management, and effectiveness of the Montclair Security Force.
 - c. To review, analyze, and recommend modifications to the operations and/or management policies and procedures of the Montclair Security Force to enhance the efficiency and effectiveness of the force.
 - d. To discuss, develop, and recommend necessary safety measures that will best serve the citizens of Montclair.
3. **GUIDANCE:** The Safety Committee will be guided by the MPOA Articles of Incorporation, Declaration, Bylaws, Community Guidelines, Security Procedures, and other policies, directives, resolutions, and communications of the BOD.
4. **REQUIREMENTS:**
 - a. To discuss, investigate, and recommend appropriate organizational objectives for the committee.
 - b. To maintain, cultivate, and pursue beneficial contacts with various agencies in Prince William County and the Commonwealth of Virginia that will enhance the safety, security, and welfare of Montclair.
 - c. To facilitate communications between the Montclair Security Force, the BOD, and the residents of Montclair.
5. **ADMINISTRATION:** The committee will follow the procedures and guidelines in Article 3 of the Community Guidelines.

Safety & Security Committee Charter
July 17, 1996 Resolution #96-214
Amend:
June 12, 2002 Resolution #02-144
Amend:
May 10, 2006 Motion #06-020

ARTICLE 3, ENCLOSURE 2
BOARD OF DIRECTORS COMMITTEE CHARTERS

ARCHITECTURAL APPEALS BOARD (AAB) CHARTER

1. **BACKGROUND:** Section 7.3 of the Amended Declaration requires the President of the Association to appoint a three-member appeals board. The members of the board must be directors. The term of office of each member will be for nine months. The appeals board is called the Architectural Appeals Board (AAB).
2. **OBJECTIVES:** The AAB shall hear all appeals from the decisions and interpretations of the Covenants Committee in accordance with such procedures as established by the Association Documents. The AAB shall treat all Owners and members and the Covenants Committee equitably and fairly, while assuring that the Property is always maintained in a manner:
 - a. Providing for visual harmony and soundness of repair;
 - b. Requiring that all modifications, additions, repairs, replacements or alterations to Lots or the exterior of existing improvements on the Lots and to Common Area meet the requirements and standards set forth in the Amended Declaration and in the Architectural Guidelines, including Lots within sub-associations.
 - c. Avoiding activities deleterious to the aesthetic or property values of Property; and
 - d. Promoting the general welfare and safety of the owners, their guests and other invitees.
3. **RESPONSIBILITIES:**
 - a. The AAB hears all appeals from decisions and interpretations of the Covenants Committee or its Subcommittee.
 - b. The AAB shall hear and determine all appeals in such a manner that the resolution of the matters are determined within the time frames established by the Community Guidelines.
4. **ADMINISTRATION:**
 - a. The President shall establish a schedule of appointments of directors to the AAB to run from April 1 of one calendar year to March 30 of the next calendar year. The term of each member of the AAB shall be nine months, staggered by intervals of three months.
 - b. The President shall designate a chair of the AAB for each calendar quarter.
 - c. The AAB shall operate in accordance with Section 5.3.1 of the Community Guidelines and such other guidance as given by the Board of Directors.

AAB Committee Charter December 13, 2000, Resolution #00-253

Amend:

June 12, 2002

Resolution #02-144

ARTICLE 3, ENCLOSURE 2
BOARD OF DIRECTORS COMMITTEE CHARTERS

BUSINESS REVIEW BOARD (BRB) CHARTER

1. **BACKGROUND:** The MPOA Business Review Board (BRB) was established by the Association on October 1, 1985 and functions as authorized by the Effective MPOA Policy concerning Home Businesses/Occupations. In carrying out its responsibilities the BRB is specifically tasked with ascertaining that the provisions of Article 6, Section 6.1 (a) of Montclair's Residential Property Protective Covenants and Restrictions is adhered to within the Montclair Residential Planned Community (RPC). The Board's purpose is to preserve the residential character of the community and to foster a tranquil and quiet environment for its residents.
2. **OBJECTIVES:**
 - a. Ensure all business and home occupation operations conducted in Montclair meet the criteria and provisions of MPOA's Policy concerning Home Businesses and Home Occupations.
 - b. Review, evaluate, and approve/disapprove all requests to conduct a home business/occupation submitted by residential homeowners.
 - c. Make recommendations to the Board of Directors (BOD) concerning additions, deletions and/or changes to the Covenants, Restrictions, and/or policies concerning home businesses/occupations.
 - d. Provide background information and guidance to the Covenants Administrator concerning violations of Article 6, Section 6.1 (a) of Montclair's Covenants and Restrictions and concerning violations of MPOA current policy regarding home businesses and occupations.
3. **GUIDANCE:**
 - a. Article 6, Section 6.1 (a) of MPOA's Covenants and Restrictions and MPOA's Policy concerning Home Businesses/Occupations will serve as the basis for all BRB decisions and actions.
 - b. The BRB will represent the BOD at public hearings and other events conducted by outside agencies as requested by the BOD, MPOA President or MPOA Executive Board.
4. **REQUIREMENTS:**
 - a. Review, update and develop procedures for the processing of Home Business or Occupation Applications.
 - b. Ascertain that these applications are processed in a timely fashion and that a final decision on the request is rendered within ninety (90) days of receipt of said application.
 - c. Advise the Covenants Administrator of the BRB's decision on each case within forty-eight (48) hours in order to inform the applicant of the decision.
 - d. Provide a BRB representative at appropriate Board of Directors' meeting as required or requested and render verbal reports of the BRB activities at these meetings.
 - e. Perform all duties as required or requested by the BOD.
5. **ADMINISTRATION:**
 - a. Article 3 of the Community Guidelines of Montclair (Committees) will be used as the basic document for administration of the Committee's activities.
 - b. The BRB is responsible to the BOD. Board administrative requirements will be coordinated through the Covenants Administrator. Approval/denial letters will be signed by the Chairperson of the BRB.
 - c. The BRB will consist of three (3) members of the BOD appointed by the President. The initial terms will be, one member one calendar quarter, one member two calendar quarters, one member three calendar quarters. Thereafter, the term of each member shall be three calendar quarters. The Chairperson will be appointed by the President of the BOD.

BRB Committee Charter, August 23, 1995, Resolution #95-474

Amend:

June 12, 2002

Resolution #02-144

ARTICLE 3, ENCLOSURE 2
BOARD OF DIRECTORS COMMITTEE CHARTERS

MONTCLAIR PUBLICATIONS ADVISORY COMMITTEE (MPAC) CHARTER

1. **Background:** The purpose of the MPAC is to provide oversight/control relative to the content, distribution and budget of Montclair publications, specifically the *Montclairion* and the Montclair web site www.montclairva.com. This committee was formerly known as the Montclairion Advisory Committee.
2. **Objective:** The objective of this committee is to oversee the *Montclairion* and the MPOA web site, which are the primary communications media between the BOD and Montclair residents.
3. **Responsibilities:** The Committee will review Montclair publications to ensure they conform to all MPOA Documents and that they communicate effectively with Montclair residents.
4. **Administration:**
 - a. The President of MPOA shall establish a schedule of appointments of Directors to MPAC to run from April 1 of one calendar year to March 30 of the next calendar year.
 - b. The MPAC shall operate in accordance with section 2.7 of the Community Guidelines and such other guidance as given by the Board of Directors.

Amend:

Date: DEC 10, 2003 Resolution #03-223

Date: March 14, 2007 Resolution #07-029

ARTICLE 3, ENCLOSURE 3
PROGRESS REPORT FOR COMMITTEES
(SAMPLE)

1. Identification of Task:

Specify the task/objective which is the subject of the report.

2. Action Taken:

Provide a brief statement of committee actions since the last report. This should include meetings, any new tasks assigned and tasks which were completed.

3. Future Actions:

Report the status of each continuing or remaining task, including a brief discussion of future action to be taken. Discuss changes to established milestone dates and identify any areas requiring assistance from the Board of Directors.

4. Recommendations:

List any recommendations requiring Board of Director action.

Chairperson

ARTICLE 3, ENCLOSURE 4
FINAL REPORT FOR COMMITTEES
(SAMPLE)

- 1. Identification of Task:**
Specify the task/objective which is the subject of the report.
- 2. Summation of Actions Taken:**
Summation of all actions required to complete a specific task
- 3. Funding Requirements:**
Any funding requirements or earnings generated by the task.
- 4. Recommendations:**
Recommendations for commendations by the BOD to individuals or organizations for actions related to the task, future efforts
- 5. Publications Samples:**
Copies of any publications resulting from the task.

Chairperson



MONTCLAIR PROPERTY OWNERS ASSOCIATION
Questionnaire for Volunteers

Date: _____

We request that you complete this questionnaire and volunteer to play a leading role in the activities of your community. You will find a list of existing committees covering various areas. We are sure you will find one within your field of interest. If not, we will be delighted to receive your comments and suggestions (see #4) if you feel we have overlooked some area of fairly widespread interest. Participation is the essence of community life. YOUR COMMUNITY NEEDS YOU! Please help!

Name: _____ Phone: (H) _____ (W) _____

Address: _____

Indicate in order of preference the committees on which you would be interested in serving:

<u>Committee</u>	<u>Experience</u>
1. _____	_____
2. _____	_____
3. _____	_____

4. I feel the following area, not listed, is of widespread interest: (Describe area, reasons for inclusion, and any experience you may have that would be of benefit to a committee dealing with this aspect of community life.)

I have a (considerable) (moderate) (small) amount of time to devote to committee work. The most convenient time for me is (weekends)(days)(evenings).

I have the following skills which may be of value to the operations and activities of the community:

Committees:

- Covenants (CC)
- Community Events
- Election
- Finance and Budget
- Lake Management
- Landscape and Facilities Management
- Planning, Environs, Land Use, & Transportation (PELT)
- Safety and Security
- Wildlife