MONTCLAIR PROPERTY OWNERS ASSOCIATION

Community Guidelines Article 3

Committees

Updated May 13, 2022

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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:

06/19/96	#96-192	
07/17/96	#96-214	
12/13/00	#00-249	
	#00-250	
	#00-252	
	#00-253	
	#00-254	
06/12/02	#02-144	Enclosure 1 Covenants Charter, Landscape & Facilities Charter & Plan, Environs, Land and Transportation Charter & Article 3, Enclosure 2 Architectural Appeals Board Charter & Business Review Board Charter
01/08/03	#03-006	Enclosure 1 *Montclairion* Charter
11/12/03	#03-200	Enclosure 1 Lake Management Charter
12/10/03	#03-223	Enclosure 1 *Montclairion* Charter
01/12/05	#05-008	Enclosure 1 Election Committee Charter
10/12/05	#05-266	Enclosure 1 Budget and Finance Charter
05/10/06	#06-020	Enclosure 1 Security Committee Charter
03/14/07	#07-028	Enclosure 1 Communications Committee Charter
	#07-029	Enclosure 2 Montclair Publications Advisory Committee Charter
12/09/09	#09-256	Enclosure 1 Lake Management Committee Charter
02/17/10	#10-013	3.3.1 (c) Standing Committees (Community Events Committee) & Enclosure 1 Community Events Charter
07/14/10	#10-113	3.1.3 Attendance & 3.1.4 Voting Rights of Committee Members
03/09/11	#11-044	Enclosure 2 Montclair Publications Advisory Committee Charter
08/01/13	#13-154	Enclosure 2 Financial Appeals Board Charter
11/13/13	#13-266	Enclosure 1 History Committee Charter
01/08/14	#14-012	Enclosure 1 Safety Committee Charter
02/12/14	#14-018	Enclosure 2 Business Review Board Charter
	#14-032	Enclosure 1 Communications Committee Charter
	#14-033	3.3.1 (d) Standing Committees (Communications Committee)
03/12/14	#14-050	3.3.1 (i) Standing Committees (Safety Committee)

04/09/14	#14-075	3.3.1 (j) Standing Committees (Sub-Association) & Enclosure 1 Sub-Association Committee Charter
05/14/14	#14-080	3.8.1 Participation
09/10/14	#14-192	Enclosure 1 Community Events Committee Charter
11/12/14	#14-267	Enclosure 1 Montclair Triathlon Charter
01/14/15	#15-018	3.2.7 Committee Members
	#15-019	3.8.1 Participation
05/13/15	#15-140	3.2.7 Committee Members
03/09/16		Enclosure 1 Community Events Committee Charter
03/14/18	#18-047	3.1.3 Attendance
08/14/19	Agenda Item	3.3.1 (d) Standing Committees (Communications Committee)
08/14/19	Agenda Item	3.3.1 (i, j, k) Standing Committees (PELT)
05/13/20	#20-078	3.3.1 (a) Standing Committees (Safety Committee)
05/13/20	#20-080	3.3.1 (c) Standing Committees (Landscape & Facility Management Committee)
04/10/21	#21-092	3.3.1 (j) Standing Committees (Safety Committee)
11/10/21	#21-266	Enclosure 1 Montclair Triathlon Charter
04/13/22	#22-070	3.3.4 (d) Committees to the Board
	#22-085	3.1.2 Membership
		3.1.4 Voting Rights of Committee Members
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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 Members, i.e., a lot owner in good standing. Only one Member from each lot may serve on each committee. In the case of the Election Committee, no committee member may be an active candidate for the Board of Directors, an immediate family member, or significant other. Committees will have no more than 11 members.

3.1.3 Attendance. Attendance of committee members at monthly or scheduled committee meetings is vital to conduct business and vote on actions pending before the committee. Since quorum is required to vote on actions during a meeting, the following rules will apply to all Committees. Any member who has missed two-consecutive meetings will be considered inactive and not considered in determining quorum. Any member of the committee who misses half of the yearly meetings will no longer be considered a member of the committee. It will be the responsibility of the chairman to keep track of meeting attendance; a committee member may request an appeal to the attendance guideline (i.e., medical emergency, Temporary Duty, Military Orders, etc.) through request to the committee chairperson. The request for appeal will be recorded in meeting minutes and duly reported to the Board of Directors.

3.1.4 Voting Rights of Committee Members. A member of a committee shall be entitled to one vote, regardless of the number of lots owned.

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 in good standing and who is properly designated to be a participant of a committee. Members of the Board will not be appointed as committee members, with the exception of Committees of the Board and where allowable in the Amended Declaration.

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 Montclair Day, 4th of July Celebration, and Oktoberfest. 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 within the community as well as between the BOD and members of the association. The committee also suggests 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 MPOA Facebook page, the *Montclairion*, FRSConnect, 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 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;

3.3.1 Standing Committees (continued)

h. **Safety Committee** – The Safety Committee provides review of policies, safety procedures, related statistical data and communication of such to the MPOA membership and makes input to the BOD to enhance and maintain safety within the community. Recommendations and actions of the Committee are to promote and support safety awareness and membership participation in programs such as Neighborhood Watch, general safety measures and crime prevention; 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.
d. Financial Appeals Board

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;
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 and 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 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 Committees' Coordinator, Board Liaisons and Covenants Administrator 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.

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.

Enclosure 1 – Standing Committee Charters

a. Covenants Committee (CC) 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 Modifications 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.
      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.

Enclosure 1 – Standing Committee Charters

a. Covenants Committee (CC) Charter (continued)

4. **Responsibilities (continued).**

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.

Architectural Review Committee Charter
May 22, 1996 #96-163

Amended:
12/13/00 #00-252
06/12/02 #02-144

Enclosure 1 – Standing Committee Charters

b. 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 #93-132

Amended:
06/12/02 #02-144
10/12/05 #05-266

Enclosure 1 – Standing Committee Charters

c. 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 within the community as well as between the BOD and members of the association. The Committee also suggests 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 MPOA Facebook page, the *Montclairion*, FSRConnect, mailings, and community bulletin boards.
   b. To suggest improvements and upgrades which expedite and expand the use of modern technology to meet communication needs of the community.
   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.

Communications Committee Charter
March 14, 2007 #07-028

Amended:
02/12/14 #14-032
08/14/19 Consent Agenda

Enclosure 1 – Standing Committee Charters

d. 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 1970s when the developer established an Annual Montclair Day Celebration. The Community Events Committee activities are community-wide traditions in Montclair.

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 last Saturday in May or the first Saturday in June.
   b. The Annual Fourth of July event shall be scheduled on the 4th of July.
   c. The Annual Oktoberfest shall be scheduled in September.
   d. Schedule a minimum of two youth events for the year, e.g. Easter Egg Hunt, Teen Beach Party.
   e. Schedule a minimum of two events focused on serving the needs of specific community groups, e.g. seniors, adults.
   f. Present an updated schedule of events to the Board, using current approved budget, for review as part of the Committee's reports.
   g. The Management Company/Events Director will provide staff support to the Committee.
   h. The Management Company/Events Director will provide assistance to move equipment and supplies to and from event sites, and prepare and execute contracts needed for entertainment.

4. **Membership.**
   a. Size of Committees: The body of the committee should consist of a realistic number of individuals so that it may function effectively. A group of five to seven members is considered ideal as it both allows for a diverse range of experience levels and viewpoints without making the process overly complex, and ensures a true democratic voting process.
   b. Chairperson Responsibilities: In addition to the Chairperson responsibilities listed in the Community Guidelines, Article 3, Section 3.7.1, the Chairperson will:
      i. Prepare and publish an agenda for each meeting. A draft agenda will be available for review at least 48 hours in advance.
      ii. Record meeting minutes. Minutes should capture, at a minimum:[1]
         1. Start and end time of meeting;
         2. Members in attendance; and
         3. Action items and voting results.
      iii. Not hold a meeting without a quorum, which is defined as a majority of the Community Events membership.[2] [3]
      iv. Lead the committee discussions and facilitate the addressing of all agenda items in a timely fashion.
      v. Keep Committee members apprised on event-related discussions involving the Board Liaison, Board of Directors, and/or Management Company.
   c. Member Responsibilities:
      i. Provide Chairperson with availability for meetings in a timely manner.
      ii. Attend scheduled meetings for the purpose of discussing and planning community events. Members may also be asked to assist with certain activities.
      iii. Observe community events and report observations/recommendations to the Chairperson and/or Events Director for inclusion in the after action report.
   d. Events Director Responsibilities:
      i. Distribute the agenda and any supporting documentation to the Committee members.
      ii. Execute the planned events in accordance with the published events schedules and currently approved budget.
      iii. Coordinate with the Committee and provide input to the Budget and Finance Committee during the development of the annual budget.
      iv. Manage volunteer recruitment and assignments in coordination with the Committee

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 Community Events Committee will meet as necessary for planning and coordination of community events.

c. After action reports will be submitted after each community event. Reports for smaller events may be verbally passed on via the Board Liaison; however, written reports will be produced/available for Montclair Day, July 4th, and Oktoberfest. Reports will include an event summary, an estimated number of participants, financial performance, and considerations for future events.

[1] Chair may elect to delegate this responsibility to another Committee member.
[2] Committee members may elect to use the meeting date as an opportunity for discussion, but no voting may take place without quorum.
[3] Should an issue be deemed important enough, i.e. time critical, and quorum cannot be met in person, voting may be conducted via email provided a majority of members are represented/accounted for. The Events Director will be responsible for coordinating all electronic voting.

Recreation Committee Charter
July 13, 1995 #95-417

Amended:
06/12/02 #02-144
02/17/10 #10-013
03/09/16

Enclosure 1 – Standing Committee Charters

e. 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 #95-569

Amended:
06/12/02 #02-144
01/12/05 #05-008

Enclosure 1 – Standing Committee Charters

f. History Committee Charter

1. **Background.** The History Committee is a standing committee of the Montclair Property Owners Association. It was established in 1991 to enhance awareness of Montclair's rich historical heritage dating back from before Colonial Times to the present.

2. **Objectives.**
   a. To study, collect, preserve, disseminate and promote knowledge and appreciation for Montclair's heritage.
   b. To encourage research into Montclair's history from pre-Colonial times to the present.
   c. To protect and preserve significant historical landmarks within Montclair.
   d. To promulgate an understanding and appreciation of Montclair's heritage among residents and others interested in the history of Prince William County and the Mid-Atlantic region of the United States.
   e. To contribute to the general promotion of the Montclair Community, by publicizing its historical significance through various media, including MPOA publications, the Montclair Website, newspapers, television, historical journals, other appropriate media; sponsoring exhibitions; participation in local, State and National community events, and through interactions with national, state or local historical societies and organizations.

3. **Guidance.**
   a. Special attention shall be given to seeking out, collecting and preserving written or visual materials and to their authors who may be a source of unique local historical information.
   b. Special attention shall also be given to seeking individuals who have collected artifacts, from Montclair's pre-construction and construction period, for exhibition purposes.
   c. Special attention shall be given to seeking out local artists who have created images of Montclair's heritage and to place their works either permanently or temporary on exhibit in the MPOA Administration Building and Conference Rooms or other appropriate location.
   d. The Committee shall strive to develop publication of materials that tell the historical story of Montclair from pre-Colonial times to the present.
   e. Special attention shall be given to sponsoring Montclair historical exhibits within the Community or other appropriate locations.
   f. The Committee shall seek to establish or participate in community events that promote Montclair's heritage or in conjunction with significant historical anniversaries, either as a Committee-sponsored event, jointly with other MPOA standing committees, or other organizations (e.g. Alexander Henderson Elementary School, heritage organizations, Prince William County, State of Virginia, etc.)
   g. The Committee shall establish a liaison relationship with local, State, or National historical societies and organizations, to enhance Montclair's knowledge of its heritage and to promote the historical significance of the Community.

4. **Requirements.**
   a. The Committee shall develop both a near-term and long-term "Montclair Heritage Plan" to be reviewed and updated annually.
   b. The Committee will coordinate and work with other Montclair groups or outside historical organizations as appropriate.
   c. The Committee shall provide copies of Montclair historical publications as appropriate, for inclusion in local, State or National archival repositories, as approved by the MPOA Board of Directors.
   d. The Committee shall keep the MPOA Board of Directors regularly informed of its activities through monthly reports and an annual report.

5. **Administration.** 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.

History Committee Charter
March 22, 1991 #91-414

Amended:
11/13/13 #13-266

Enclosure 1 – Standing Committee Charters

g. 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 is 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.

3. **Membership (continued).**

Any member who has missed two-consecutive meetings will be considered inactive and not considered in determining the quorum. Any member of the LMC who misses three-consecutive meetings or half of the annual meetings is no longer a member of the committee. 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.

Lake Management Committee Charter
May 22, 1996 #96-164

Amended:
06/12/02 #02-144
11/12/03 #03-200
12/09/09 #09-256

Enclosure 1 – Standing Committee Charters

h. Landscape and Facilities Management Committee (LFMC) 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 capital improvements within the MPOA common areas.
   b. Insure that bid specifications are developed for all approved projects that are projected to exceed $4,000.00 in cost.
   c. Develop usage plans and maintenance standards for all common areas.
   d. 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 General Manager and Operations Manager are ex officio members of the LFMC.

Landscape and Facilities Management Committee Charter
May 22, 1996 #96-164

Amended:
06/12/02 #02-144
05/13/20 #20-080

Enclosure 1 – Standing Committee Charters

i. Montclair Triathlon Committee Charter

1. **Background.** The Montclair Triathlon Committee is a standing committee of the Montclair Property Owners Association (MPOA). The history of the committee dates back to 2014 with the establishment of an ad hoc resident race committee to determine feasibility of conducting a triathlon within Montclair. The 1st Annual Montclair Triathlon was successfully conducted on June 28, 2014. As a result, the MPOA Board of Directors (BOD) voted on September 10, 2014 to approve the Montclair Triathlon as an annual Montclair event necessitating the change from an ad hoc to a standing committee with an updated chater.

2. **Objectives.**
   a. To conduct an annual triathlon that provides family fun and brings the community together.
   b. To raise funds for MPOA while conducting a zero-cost to MPOA event.

3. **Guidance.**
   a. The Annual Montclair Triathlon shall be scheduled each Summer on a date to be approved by the MPOA Board of Directors;
   b. Triathlon will be conducted at Dolphin Beach and other MPOA common property;
   c. The Committee will recommend the company to produce the event;
   d. The selected company will be required to sanction the event with USA Triathlon and have a USA Triathlon Insurance Certification to ensure professional status and provide $10 million in liability coverage for the event;
   e. List MPOA as additional insured on insurance certificate;
   f. Event company will provide complete race day event production to include set up and clean up;
   g. Event company will take direction;
   h. Montclair residents receive a discount;
   i. Event company is liable and responsible for payment of any damage to the MPOA common property as a result of race participation or company staff action associated with the event;
   j. Event company will reimburse MPOA for all costs incurred associated with this event.

4. **Membership.**
   a. Size of the Committee: The body of the committee should consist of a realistic number of individuals so that it may function effectively.
   b. Chairperson Responsibilities: In addition to the Chairperson responsibilities listed in the Community Guidelines, Article 3, Section 3.7.1, the Chairperson will:
      i. Prepare and publish an agenda for each meeting. A draft agenda will be available for review at least 48 hours in advance.
      ii. Record meeting minutes.[1] Minutes should capture at a minimum
         1. Start and end time of meeting;
         2. Members in attendance;
         3. Action items and voting results.
      ii. Not hold a meeting without a quorum, which is defined as a majority of the Triathlon Committee Membership.[2] [3]
      iv. Lead the committee discussions and facilitate the addressing of all agenda items in a timely fashion.
      v. Keep Committee members apprised on event-related discussions involving the Board Liaison, Board of Directors and/or Management Company.
   c. Membership Responsibilities:
      i. Provide Chairperson with availability for meetings in a timely manner.
      ii. Attend scheduled meetings for the purpose of discussing and planning the Montclair Triathlon. Members may also be asked to assist with specific triathlon activities.
      iii. Observe the triathlon and report observations/recommendations to the Chairperson for inclusion in the after action 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 activities.
   b. The Montclair Triathlon Committee will meet as necessary for planning and coordination of the Montclair Triathlon.
   c. After action reports will be submitted after each triathlon. Reports will include an event summary, an estimated number of participants, financial performance, and consideration for future events.

[1] Chair may elect to delegate this responsibility to another Committee member.

[2] Committee members may elect to use the meeting date as an opportunity for discussion, but no voting may take place without Quorum.

[3] Should an issue be deemed important enough, i.e. time critical, and quorum cannot be met in person, voting may be conducted via email provided ALL members are represented/accounted for. The Chairperson will be responsible for coordinating all electronic voting.

Montclair Triathlon Committee Charter
November 12, 2014 #14-267
November 10, 2021 #21-266

Enclosure 1 – Standing Committee Charters

j. Safety Committee Charter

1. **Purpose/Background.** The Safety Committee shall act to assist Montclair Property Owners Association in developing and implementing practices that make the community safer and support programs that promote safety for Association members, such as Neighborhood Watch, National Night Out, street safety, and address issues such as crime statistics and crime prevention.

2. **Type.** The Safety Committee will be a standing committee. Committees are advisors to the Board of Directors. Their primary role is not to establish policies, but rather to provide information and options to enable the BOD to make fully informed decisions for the Association. Every volunteer on the committee has an equal right to express their opinions and ideas as how to best serve the interests of the community. The role of the Committee members is to work together in a cooperative and open manner to complete the mission and responsibilities of the Committee.

3. **Guidance.** The Safety Committee will be guided by the MPOA Articles of Incorporation, Declaration, Bylaws, Community Guidelines and other policies, directives, resolutions, and communications of the BOD.

4. **Responsibilities/Duties.**
   a. The Safety Committee is responsible for reviewing and monitoring the safety and security of our community including common area lighting and speed monitoring measures.
   b. Discuss, investigate and recommend necessary safety measures that will best serve the residents of Montclair
   c. Remain in regular contact with the Prince William County Police department in concert with our Management contractor to be informed of potential criminal situations and issues in the area; and to notify the Board of Directors as appropriate and develop communication materials for their dissemination.
   d. Develop crime prevention and awareness programs for the Association such as the Neighborhood Watch Program.
   e. Monitor and report any safety violations or illegal activities to law enforcement agents, the Board of Directors, MPOA General Management Staff and encourage residents to do the same.
   f. Compile monthly summaries of police reports for incidents occurring in the neighborhood, distribute to the Board of Directors and Management staff to be shared with Montclair residents.

5. **Administration.** The committee will follow the procedures and guidelines in Article 3 of the Community Guidelines.

Safety & Security Committee Charter
July 17, 1996 #96-214

Amended:
06/12/02 #02-144
05/10/06 #06-020
01/08/14 #14-012
05/13/20 #20-078
04/14/21 #21-092

Enclosure 2 – Standing Committee Charters

a. 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.

Architectural Appeals Board Committee Charter
December 13, 2000 #00-253

Amended:
06/12/02 #02-144

Enclosure 2 – Standing Committee Charters

b. 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 the Amended Declaration for Montclair and Article 5, Architectural Guidelines and Home Businesses, Section 5.6 Home Businesses/ Occupations 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 the Amended Declaration for Montclair and Article 5, Architectural Guidelines and Home Businesses, Section 5.6 Home Businesses/Occupations and concerning violations of MPOA current policy regarding home businesses and occupations.

3. **Guidance.**
   a. Article 6, Section 6.1 (a) of the Amended Declaration for Montclair and Article 5, Architectural Guidelines and Home Businesses, Section 5.6 Home Businesses/Occupations 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.

Business Review Board Committee Charter
August 23, 1995 #95-474

Amended:
06/12/02 #02-144
02/12/14 #14-018

Enclosure 2 – Standing Committee Charters

c. Financial Appeals Board (FAB) Charter

1. **Background.** The MPOA Financial Appeals Board (FAB) was established by the Association on August 1, 2013. In Section 3.3.4 of the Community Guidelines, as amended, calls for the establishment of a Committee of the Board to deal with financial appeals, on behalf of the entire Board, for the creation of a Committee Charter for the president to designate the chairperson and members of the committee. This committee shall be called the Financial Appeals Board (FAB).

2. **Objectives.** The FAB shall hear financial appeals that exceed the authority of the General Manager and/or the Treasurer as provided for in MPOA Board of Directors Standing Resolution #92-095 Waiver of Late and Service Fees, as amended. The FAB shall treat all Members, the Finance Department and General Manager fairly, while ensuring the best financial interest of the Association are protected.

3. **Responsibilities.**
   a. The FAB shall hear unresolved appeals forwarded by the Treasurer as well as assessment appeals and payment plan recommendations that have a recommendation from staff and/or counsel.
   b. The value of a case heard by the FAB shall not exceed $2,500.
   c. The FAB will either accept the appeal and/or payment plan, propose an alternative, deny the appeal and/or payment plan or forward the appeal to the entire board.
   d. As a Standing Committee of the Board, the decisions of the FAB are final.

4. **Administration.**
   a. The voting Members of the FAB shall be appointed by the President of the MPOA, from a rotating pool of currently elected Members of the MPOA Board of Directors.
   b. The term of each Member of the FAB shall be nine months, staggered by an interval of three months, running from April of the calendar year to 30 March of the calendar year.
   c. The President shall designate a chair of the FAB for each calendar year quarter.
   d. The FAB shall meet as required and operate in accordance with Section 5.3.1 of the Community Guidelines, and such other guidance provided by the Board of Directors.
   e. The FAB shall adhere to the same hearing process used by the Architectural Appeals Board.

Financial Appeals Board Committee Charter
June 12, 2013 #13-154

Enclosure 2 – Standing Committee Charters

d. 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, to include the *Montclairion*, the Montclair web site www.montclairva.com, and any additional publications. 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.

Montclair Publications Advisory Committee Charter
12/10/03 #03-223

Amended:
03/14/07 #07-029
03/09/11 #11-044

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

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 Board of Directors to individuals or organizations related to the task, future efforts.

5. **Publications Samples.**
   Copies of any publications resulting from the task.

_____

Chairperson

Montclair Property Owners Association
3561 Waterway Drive
Montclair, VA 22025
Office 703.670.6187 Fax 703.670.9620

Questionnaire for Volunteers

Committees:

- **Budget & Finance**
- **Communications**
- **Community Events**
- **Covenants**
- **Election**
- **History**
- **Lake Management**
- **Landscape & Facilities Management**
- **Safety**

Owner Information

_____ _____

Name Date

_____

Address

_____ _____

Home Phone Email Address

Committee Information

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

Committee	Experience
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:

_____

_____