

BEAVER LAKE ASSOCIATION



COMMITTEE OPERATING PROCEDURES

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ALL COMMITTEES

I. PURPOSE AND LIMITATIONS OF COMMITTEES

1. Committees serve the BLA Board and provide it with details, research, conclusions, and suggestions.
2. No committee member or officer may represent Beaver Lake Association regarding any facet of Association matters without permission from the Board of Directors.
3. Disregard of the above constraint is grounds for immediate dismissal from committee membership.

II. SCOPE OF DUTIES

1. A Committee is an advisory body to the Board of Directors. Committees work on agenda items within the constraints of their charters. Other duties may from time to time be assigned by the Board of Directors.
2. Committees provide the Board of Directors with recommendations concerning resolved agenda items.
3. Covenants and Bylaws of Beaver Lake Association shall govern in the event of conflict with these operating procedures.

III. RELATIONSHIP TO THE BOARD OF DIRECTORS

1. The general means of communication with the Board of Directors shall be the Committee meeting minutes.
2. Emergency matters shall be communicated between the Committee chairperson and the President of the Board of Directors.

IV. MEMBERSHIP

1. Only regular members of the Beaver Lake Association in good standing shall be eligible for committee membership.

2. Any regular member of the Beaver Lake Association in good standing may attend committee meetings, but non-Committee members who want to speak must be on the agenda. Non-Committee members making requests will be allotted time on the agenda to present their proposals. Committees shall not consider any such proposals with the requester present.
3. Committees are composed of a maximum of seven members appointed by a majority vote of the Beaver Lake Board of Directors.

V. OFFICERS AND THEIR DUTIES

1. The Chairperson, Vice-Chairperson (if needed), and Secretary of the Committee may be voted into office by the majority of the committee members and approved by the Beaver Lake Association Board of Directors. The Board of Directors may choose to appoint the committee chairperson, which would supersede any appointments made by vote in the committee.
2. The Chairperson shall oversee activities of the Committee, ensure Committee members correctly execute their responsibilities, preside at monthly and special meetings, and act as the official representative for the Committee.
3. The Vice-Chairperson shall assume the duties of the Chair in the absence of the Chair.
4. The Secretary shall keep a record of meeting minutes, be custodian of official records, record attendance at meetings, and submit committee minutes to the Board of Directors of Beaver Lake Association.

VI. REMOVAL

1. Any officer or member of any Committee may be removed by the Board of Directors whenever it is in the best interest of the Association.

VII. MEETINGS

1. Committees shall plan to hold regular monthly meetings.
2. Regular meetings will be scheduled at a time and day agreed to by a majority of committee members.
3. Special meetings may be called from time to time.

4. A majority of current members shall constitute a quorum for the transaction of business.

VIII. RULES OF ORDER

1. Robert's Rules of Order shall guide proceedings at meetings.

IX. AMENDMENTS

1. Amendments to these operating procedures shall be made only by the Board of Directors.

APPEALS COMMITTEE

1. **Statement of Purpose** – The Appeals Committee purpose is to review appeals of the regular membership of Beaver Lake Association regarding current Beaver Lake Association By-Laws, Rules and Regulations, Fines and Building Codes. The Building Inspector shall consult with the Appeals Committee if there are any questions regarding Building Codes. The Appeals Committee will also research and recommend to the Board of Directors whether a variance should be granted or a fine waived.
2. **Objectives** – The objective of the Appeals Committee is to provide uniform and consistent interpretation of the Beaver Lake Association By-Laws, Rules and Regulations, Fines and Building Codes.
3. **Process** – If a regular member wishes to contest a fine or request a variance, they may appeal to the Appeals Committee. The cost to appeal will be \$25.00, which is refundable only if the appeal is approved. (Tree and Brush appeals do not incur a \$25.00 cost.) There is no fee for a variance request.

The Appeals Committee will research and recommend to the Board of Directors whether a variance should be granted or a fine waived. The Building Inspector or Appeals Committee may recommend variances or waivers, but the Beaver Lake Association Board of Directors must approve or deny the recommended action.

When time may be a factor, variance requests or appeals may be brought directly to the Board of Directors for approval. Members have the right to request the variance request or appeal be sent directly to the Board, and the Board will determine if they take it up or send it back to the committee.

FINANCE COMMITTEE

1. The Finance Committee evaluates the financial affairs and transactions affecting the Association and recommends solutions to the Board of Directors.
2. Specific Duties:
 - a. Recommend financial and budget goals and objectives prior to the beginning of each fiscal year.
 - b. Coordinate budgeting activities in accordance with the approved Beaver Lake

Association Budget procedures and in accordance with written goals and objectives.

- c. Evaluating the monthly financial status of the Beaver Lake Association in accordance with approved budget and objectives, and report conclusions to the Board of Directors.
 - d. Consult with the Board of Directors regarding acceptable bookkeeping methodologies and financial reporting procedures.
 - e. Advise the Board of Directors on all over-budget and non-budgeted expenditures.
3. The Finance Committee shall coordinate the budget needs as presented by Committees and the Managing Director. The conclusion of this coordination shall be an agreement and commitment on financial requirements between the Finance Committee and the Board of Directors.
 4. The Finance Committee shall include among its seven voting members the Association Treasurer or another designee in the absence of the Treasurer.
 5. The Association Managing Director may act as a liaison for the Finance Committee.

INFRASTRUCTURE COMMITTEE

1. The Infrastructure Committee is charged with evaluating our infrastructure regarding cost, efficiency, and safety. Particular emphasis is on public health issues pertinent to the treatment of water and sewage. (Refer to Title 179 for complete water treatment regulations.) The committee shall recommend ongoing infrastructure maintenance and operation, short- and long-range planning, and budgeting.
2. A sample of infrastructure components follows:
 - a. Water treatment.
 - b. Waste treatment.
 - c. Roads.
 - d. Vehicles and maintenance equipment.
 - e. Buildings.
 - f. Clubhouse complex, beach, pool, and surrounding grounds.
 - g. Common and access/special usage areas, shoreline and public docks, campground.
3. Specific Duties:
 - a. Recommend infrastructure-related operational goals and objectives and a corresponding budget prior to the beginning of each fiscal year. After Board approval, monitor these goals, objectives, and budget throughout the year.

- b. Evaluate monthly infrastructure expenses and review budget status. Report actual or potential budget problems.
 - c. Provide specific recommendations for cost-efficient maintenance of infrastructure within the Beaver Lake Association subdivision.
4. The committee shall make recommendations on capital improvement spending to the Finance Committee.

LAKE AND HABITAT COMMITTEE

1. a. Recommend lake-related operating goals and objectives and a corresponding budget prior to each fiscal year. After the Board of Directors approval, evaluate these goals and objectives and budget throughout the year.
- b. Evaluate monthly lake-related expenses.

2. Specific Duties:

The Lake and Habitat Committee shall be responsible for evaluating Beaver Lake Association silt ponds, dam, dredging, siltation control, shore stabilization, erosion control, lake mapping and depth monitoring, fish stocking and habitat, aquatic vegetation, water quality studies, and related programs.

3. The committee shall make recommendations regarding Lake Committee assessments to the Board.