

Resolution 10 —Resolution to Authorize Committees

WHEREAS, Recitals and various Articles of the Declaration of Protective Covenants, Conditions and Restrictions and Easements (Declaration) and the Bylaws (Bylaws) including Article 14, Section 14.3 Powers and Duties, of the Declaration and Article 3, Section 3.7 Powers and Duties, and Article 7, Section 7.5(m), Association Rules and Regulations, describe the general powers, obligations and duties of the Cottages at Hastings Green Condominium Association (CHG COA), a nonprofit corporation formed under the laws of the State of Oregon (see Articles of Incorporation), and the Oregon Planned Communities Act, ORS 100.405 and 100.417, provide for the jurisdiction and powers to administer the management affairs of the Association; and

WHEREAS, Article 3, Section 3.7 Powers and Duties, of the Bylaws of the CHG COA, delegates and describes the powers and duties of the Board of Directors as necessary for the administration of the affairs of the Association and charges the Board of Directors to manage said affairs; and

WHEREAS, in order to exercise its powers and duties as efficiently and effectively as possible, the Board of Directors of the CHG COA deems necessary the establishment of various committees to assist the Board of Directors in the operation of the Association;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors shall establish a process of creating and authorizing committees as follows:

1. The Board of Directors shall start the process by naming the committee and describing the functions of the committee. This may be further refined by the Board of Directors and committee members prior to authorization.
2. The Board of Directors shall either select the members or request a group of owners to nominate themselves to the new committee. The Board of Directors may set a maximum number of members that any committee can have.
3. The Board of Directors shall select a chair or have the committee select a chair at its first meeting. Elected chairs should serve for no more than two years unless another suitable chair cannot be found. Any elected chair may be replaced by the Board of Directors or the Board of Directors may request the committee to elect a new chair.
4. The Board of Directors shall either complete the Committee Charter Template (attached) or provide guidance for the committee to complete the Committee Charter.
5. Once the Committee Charter has been completed it will be made available to all owners and the Board of Directors for review. At the next scheduled regular Board of Directors meeting, the Committee Charter will be approved or modified depending on the comments from the owners and the Board of Directors.
6. At any time the Board of Directors may modify the Charter or approve modifications to the Charter as proposed by the Committee as long as there is an announcement of the changes at least five (5) days prior to the meeting.
7. Once the Committee Charter is approved the Committee is authorized to proceed with the actions of the committee.
8. Meetings will be held by the Committees as needed. Permanent committees should meet once a month or more, and the temporary committees should meet as often as needed.

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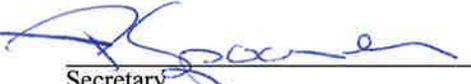
9. Meetings will be open to all owners and must be announced at least five (5) days in advance unless an emergency meeting is called. The reason for an emergency meeting must be sent to the Board Chair or delegated Board of Directors member and approval given for any such meeting.
10. Meeting minutes will be kept and made available to all owners within a reasonable period of time. These will also be available to the Board of Directors prior to any Board of Directors meeting that action on committee requests needs to be made.
11. The Board of Directors may assign a Board member to be on the committee as the Board of Directors representative.
12. The committee is responsible for maintaining information about the committee in the approved manner. This information includes the meeting minutes as well as other information that owners need to be able to obtain from the committee.

Guidelines for Committee Formation:

1. Name committee
2. Define purpose.
3. Identify responsibilities in a bulleted list so that individual responsibilities are listed separately. Roles such as "Advise, review, recommend..."
4. Indicate whether committee is permanent or temporary (in which case there needs to be an end date).
5. Committee organization:
 - a. Include criteria for member selection (appointed or self nominated).
 - b. Identify the number of members (can be open or unlimited).
 - c. Indicate how the chair is selected (Chair appointed or elected by committee).
 - d. Note meeting frequency.
 - e. Ensure minutes will be taken at all committee meetings.
6. Ensure meeting minutes are sent to the Board of Directors and put on the web site.
7. Indicate how expenditures are made by the committee.
8. Note relationship to management, which is almost always none.



President
Board of Directors
Association of Unit Owners
of Cottages at Hastings Green, A Condominium



Secretary
Board of Directors
Association of Unit Owners
of Cottages at Hastings Green, A Condominium

DATED this 2 of October, 2017