



# Sea Coast Gardens

CONDOMINIUMS

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## COMMITTEE GUIDE

### ADOPTED 6/13/15

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*This policy is effective as of the date of adoption and until such time as it is modified or amended by action of the Boards of Directors of Sea Coast Gardens II & III Condominium Associations. This policy is a supplement to any recorded association rules, regulations, covenants, deed restrictions, by-laws, and the like, as well as any municipal, state, and federal laws.*

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ADOPTED 6/13/15



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**GENERAL**

The primary role of committees in a community association is to assist the Board of Directors and management in facilitating the business of the Association by researching issues prior to their consideration at Board meetings. Committees are assigned specific tasks and are encouraged to take minutes of their meetings and make reports and recommendations at Board meetings.

The Board manages the affairs of the corporation through the appointed Property Manager and any contracted professionals. Advisory Committees are created to extend the Board's capacity for research and detailed knowledge in specialized areas. Members of committees do not have executive authority or responsibility and do not direct or implement the work itself.

**STANDING COMMITTEES**

Standing Committees are created by the Board of Directors to research and address recurring needs of the condominium and to recommend changes in and implementation of policies. They do not establish policy – that is the responsibility of the Board of Directors. The number and types of committees in a condominium depend on its size, its complexity and its specific needs. Examples of standing committees include: Landscaping, Finance/Budget, Insurance, Facilities/Maintenance, Newsletter, etc.

The Board establishes the size of each committee, based on the committee's function and work load. A Board officer or the Property Manager is an ex-officio member of each committee.

**AD HOC COMMITTEES**

The Board of Directors may have special needs that require ad hoc, sometimes called special or temporary, committees. These committees are appointed to carry out specific non-recurring or cyclical tasks. They are disbanded as soon as these tasks are completed. A special committee usually ceases to exist after it makes its final report to the Board of Directors. Special committees should not be established to perform functions that are a part of the responsibilities of existing standing committees because it disrupts the normal flow and can be confusing to the standing committees.



**ARTICLE ONE**  
**ORGANIZATION**

1.1 Establishing Committees and Chairperson(s) by Board of Directors:

The Bylaws empower the Board to establish committees. A committee is established by a BOD motion which identifies the functions of the committee. Once established, a committee remains in existence (even though it may not have any members for a time) until it is no longer required.

1.2 Types of Committees:

Committees established by the Board of Directors shall be either temporary (ad hoc) committees or standing committees. Temporary committees shall be formed for special purposes. When the purpose has been completed, the committee shall automatically be dissolved. The standing committees shall be established for the purpose of advising on the regular long-term business of the Association. The standing committee shall serve indefinitely in an on-going capacity until dissolved by the action of the Board of Directors. The standing committee will be comprised of the Chairperson, appointed each Board year and unit owners/residents as members, to research, develop, plan, and recommend actions and programs for the consideration of the Board of Directors as described in the Charter for each committee.

All committees established by the Board of Directors shall be deemed to be temporary committees unless expressly designated as a standing committee by the Board of Directors.



1.3 Appointment of Committee Members:

Committee members shall be appointed by the Board from a collection of volunteers within the community. Ideally each committee should have at least three members. The Chairperson will be appointed by the Board president on a volunteer basis at the beginning of each new Board year for standing committees and as needed for temporary committees.

1.4 Removal of Committee members, Vacancies in office, Resignation:

Any committee member may be removed with cause by the Board of Directors. The Board of Directors may also declare a committee position vacant due to the absence of a member or failure to assume duties of the position. Any committee member may resign at any time by giving written notice to the Board of Directors. Such resignation shall take effect on the day of the receipt of such notice or at any later time specified therein, the acceptance of such resignation shall not be necessary to make it effective.

1.5 Quorum, Voting:

The majority of the members of the committee shall constitute a quorum for the purposes of meeting to conduct committee business. Every act or decision done or made by majority vote of the members present at duly held meeting at which a quorum is present shall be regarded as an action of the committee.

1.6 Responsibilities with Respect to Association Funds:

No committee of the Association may spend, commit or encumber the funds of the Association without express written authorization of the Board of Directors. Any funds received by the committee from any source shall be deemed the funds of the Association and shall be promptly deposited with the Office of the Treasurer. All authorized



expenditures of the Association funds by the committee shall be made in accordance with the governing documents and shall be evidenced by appropriate receipts.

1.7 Responsibilities with Respect to Association Property:

All papers, records, files, supplies, equipment and property acquired by Association Committees, whether obtained by gift or purchase, belong to the Association. The committee's chairperson shall be custodian of this property insuring it is used for the benefit of the Association and is protected from loss. At the end of the chairperson's term, all property held by the chairperson to include records and files shall be deliver to his/her successor, or the Secretary or Treasurer of the Board of Directors or its authorized agent as appropriate.

1.8 Roster of Committee:

The Secretary of the Association shall maintain a current roster of all Association Committees and the names and addresses of their members. The roster will be provided to the office of the association and all members of the Board of Directors.

**ARTICLE TWO**  
**GENERAL DUTIES AND RESPONSIBILITIES OF STANDING**  
**COMMITTEES**

2.1 Meetings:

Committees shall meet as often as necessary to complete their assigned tasks and/or responsibilities, but no less than once per quarter. Expenditure of Association funds/resources will only occur after Board approval. The Standing Committee Chairperson, shall report their actions, recommendations, and motions to the Board of Directors, in writing, to the office of the association following each meeting of the committee.



All meetings, regardless of type, shall be open to the members of the Association and noticed at least 48 hours in advance.

2.2 Minutes/Committee Reports:

The Chair's report to the Board shall be submitted in writing to the office of the association for inclusion on the agenda of the next scheduled meeting of the Board of Directors and will be filed as part of the Board minutes.

2.3 Term of office:

All members of a standing committee shall serve one (1) year terms, which shall expire at the close of the next Annual Meeting of the members of the Association; unless, the Board extends their term.

2.4 Rules:

A committee shall not adopt rules and procedures to guide the conduct of its affairs without the review and modification by the Board of Directors.

2.5 Vacancies:

Vacancies shall exist when a member of a committee, without good cause, fails to attend three (3) consecutive meetings, or a member of the committee resigns. The chairperson of the committee shall notify the office of the association of all such vacancies.

2.6 Organization of Committees:

The goal of each Committee is to have at least three (3) members. A non-owner can be a member unless, the documents state otherwise. If three members cannot be obtained, the committee can function with fewer than three members. All Committees shall comply with the rules set forth in this document, subject to the governing documents and relevant state statute.



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**GUIDELINES FOR COMMITTEE CHAIRPERSONS**

A committee Chairperson acts as a liaison between the Board of Directors/Management and the committee as a whole. The following guidelines for committee Chairpersons are suggested to help carry out their responsibilities effectively:

- 1) Notify management of all committee meetings and the agenda, so that notice may be posted and distributed to membership at least 48 hours in advance of the meeting.
- 2) Begin meetings on time and announce the time at which they will be adjourned. When members are aware that a meeting will end at a specific time, business should move more quickly.
- 3) Have a written agenda.
- 4) Assign a committee member to record decisions in each meeting and ensure that copies of the minutes/committee reports are distributed to committee members and the office of the association following each meeting.
- 5) Limit general discussions so that extraneous conversations do not disrupt the business at hand.
- 6) Encourage reasonable debate and constructive disagreement. Halt rambling discussion that is obviously inconclusive. Appoint sub-groups among the committee members to research major issues as required.
- 7) Avoid hasty actions if time for consideration is inadequate by postponing discussion on non-urgent items until a future meeting.
- 8) At the end of each meeting, ask committee members if they are satisfied that each subject has been given adequate attention.





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**GUIDELINES FOR COMMITTEE MEMBERS**

While the Chairperson is instrumental in making decisions on issues within the committee itself, each committee member must contribute to the overall effectiveness of the group. The guidelines that follow should enable the committee members to work together to accomplish committee goals.

- 1) Prepare adequately for each meeting. Complete any required research or reading. Study the agenda prior to the meeting. If reports have been assigned, prepare them in writing and distribute copies to all committee members and management before the meeting.
- 2) Ask for the floor when you wish to contribute to the discussion. Keep your remarks brief and on topic.

**OPERATIONAL PROCEDURE**

- 1) A committee has no authority to spend funds of the Association. The Board of Directors of the Association may authorize spending discretion to a specified committee for specified purposes, and the committee must make any spending decision in a meeting which complies with the requirements of the Association for committee meetings. There are two ways that the Board can authorize a committee to make valid spending decisions:
  - a. The Board may allocate an amount in the Annual Operating Budget that can be spent at the discretion of a specified committee. The Board may attach any contingencies that it deems appropriate, such as requiring Board review of details before final commitment of funds, requiring that expenses address specific concerns, attaching timing requirements, etc., or
  - b. The Board may allocate a "not-to-exceed" amount to a specific committee for a specific purpose, with or without contingencies as discussed above. The Board should clearly direct the



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committee and management regarding the funding source, whether a specific account in the Annual Operating Budget or an item on the Reserve Schedule.

- 1) Minutes or a report of the committee's findings and/or recommendations should be provided to management in writing promptly following each committee meeting. Such reports will be distributed to the BOD for consideration and included in the next regularly scheduled meeting of the BOD for presentation and/or vote. Reports will be included in the minutes of the BOD meeting at which they are presented as a part of the official record, and posted to the Association website.
- 2) In connection with the preparation of the association's budget for the coming year and of the Reserve Fund budget for that year, each committee must submit to management a report substantiating its request for an allocation of funds by September 1<sup>st</sup>, including for proposed projects to be submitted later to the Board for approval.

**COMMITTEE GUIDANCE BY BOARD OF DIRECTORS**

Committees will be provided with guidance by the Board of Directors and management. Terms for reference for each committee will be drafted to indicate its purposes and explain its role.



**COMMITTEE ROSTER**

COMMITTEE: \_\_\_\_\_ Date Formed: \_\_\_\_\_

MEMBERS:

1. CHAIR \_\_\_\_\_
2. CO-CHAIR \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

OVERALL ROLES AND RESPONSIBILITIES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESPONSIBILITIES: The specific responsibilities of the Committee include:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

MEETINGS: Committee meetings should be held at regular intervals and when necessary at the call of the committee chair. Meeting dates and times should be specified as far in advance as possible and noticed at least 48 hours ahead.

Tentatively scheduled meeting dates include:

- |         |         |
|---------|---------|
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |



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**Facilities Committee Charter**

WHEREAS, It is in the best interest of the owners and the Association to have a committee to assist in the development of policies and standards for the operation and maintenance of the buildings and structures; and,

WHEREAS, The Board of Directors within their authority has identified the need to plan, manage and review the operation and maintenance of buildings and structures within the Association;

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of Sea Coast Management No. 2, Inc. does establish by this resolution the Facilities Committee as a STANDING COMMITTEE of the Association. The goals and responsibilities of the Committee are herein set forth:

**PURPOSE**

Develop and oversee plans and procedures that will maintain and enhance the buildings and structures of Sea Coast Management No. 2 Inc., and advise and assist the Board.

**RESPONSIBILITIES**

The Committee shall:

.....routinely review the maintenance of the Association’s common properties, consisting of walkways, roads, common area lighting, Association recreational facilities, and the exterior portions of the private dwellings, more specifically, the roofs, deck, stucco exterior, paint, doors, fences and properties maintained by the Association other than the landscaping and appurtenant landscaping facilities.

.....review, in cooperation with the management agent specifications and bids for contracted work and make recommendations to the Board of Directors for approval.

.....inspect common area and elements regularly for work performed, note problems, suggest action, and corrections to the management agent.

.....provide a regular report of overall performance.

.....prepare annual budget requests and submit them to management.

**ORGANIZATION**

.....consist of the Chairperson and at least two (2) unit owners.

.....meet at least quarterly; however, in any case shall meet as often as necessary to complete its assigned responsibilities.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised from time to time.



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**LANDSCAPE AND GROUNDS COMMITTEE CHARTER**

WHEREAS, it is in the best interest of the owners and the Association to have a committee to assist in the development of policies and standards for the operation and maintenance of the landscape and grounds; and,

WHEREAS, the Board of Directors within their authority, has identified the need to plan, manage and review the operation and maintenance of the community landscape and grounds; and,

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of Sea Coast Management No. 2, Inc. does establish by this resolution a committee as a STANDING COMMITTEE of the Association as the Landscape and Grounds Committee. The purpose and responsibilities of the Committee are herein set forth:

**PURPOSE**

Develop and oversee plans and procedures that will maintain and enhance the appearance of the common elements and limited common elements of Sea Coast Management No. 2 Inc., by reviewing and making recommendations for maintenance standards and the operation of the Associations common and limited common elements wherein landscaping and grounds exist, exclusive of structures, pathways, sidewalks, and roadways.

**RESPONSIBILITIES**

The Committee shall:

.....on an ongoing basis monitor the performance of the landscape contractor for quality of work performed and their adherence to the contract requirements and standards, and work with management to resolve any such deficiencies.

.....investigate complaints and concerns of unit owners that pertain to the landscape and grounds maintenance and appearance, and work closely with management to resolve all such matters.

.....review requests from unit owners for additions, alterations, or removal of landscaping to include; shrubs, trees, garden areas, and lawns, and make recommendations on all such requests to the Board of Directors as how to resolve all such request.

.....review all landscape maintenance standards, specifications, landscape contracts and contractors and prepare a report to the Board of Directors concerning findings and recommendations derived from all such review.

.....review, in cooperation with the Management Agent, specifications and bids for contracted landscape and grounds work, and make recommendations to the Board of Directors as to which contractor should be approved.



.....prepare regular reports of the committee's actions, motions, and recommendations so the Chairperson can present such reports to the Board of Directors at the next Board meeting.

.....maintain all applicable records of official Landscape and Grounds committee activities.

.....prepare annual budget requests and submit them to management.

#### ORGANIZATION

.....consist of the Chairperson and at least two (2) unit owners.

.....meet at least quarterly; however, in any case shall meet as often as necessary to complete its assigned responsibilities.

.....comply with the Board of Directors Resolutions, and the Guidance and Operation of Committees as revised from time to time.