

# PEBBLE BEACH VILLAS

## PROCEDURE #16

### COMMITTEE PROCEDURES

**Purpose:** The PBV Control Documents and FL 718 Condo Laws provide for condo association boards to establish “Committees of the Board” to investigate and evaluate issues relevant to the board and to the association. Committees can play a significant role with substantial benefits to PBV in facilitating research and recommendations to present to the Board. There are two types of committees (see definition of each in the PBV By-Laws).

1. Advisory Committee
2. Standing Committee

Committee membership, role, responsibility and authority are restricted to the provisions provided in the PBV Control documents and authorized by a BOD resolution.

**Restrictions:** Unless authority is specifically provided for in writing, committees are prohibited from making contractual or financial commitments on behalf of PBV.

**Steps:**

1. A committee shall review Committee Procedures provided on the PBV Website.
2. A committee shall develop a brief draft workplan for submission to the PBV Board Secretary within two (2) weeks, including the name of the designated chairperson. The workplan must indicate that the committee shall also provide ongoing/timely information to the Board secretary to provide for effective administrative follow-up.
3. A committee shall confirm that the “product” will result in a written report presenting findings (facts), conclusions and recommendations, including financial implications, as well as exhibits and documentation to substantiate the information provided.
4. Committee members are not required or expected to agree on the contents of any report. The committee chairperson should take steps to provide all points of view to the Board for impartial evaluation and review.
5. Reports shall be provided with notice to the Board Secretary, who shall
  - a. notify the BOD President that the report has been submitted.

- b. confirm that the report is presented, per requirements of the Procedure, or request committee chairperson to address report concerns before submission to the entire Board.
- 6. Committee reports accepted shall be reviewed by all Board members and the President shall include the committee presentation/review on the agenda for an upcoming Board meeting.
- 7. Upon Board review/discussion with the committee, the Board shall either accept the committee report and terminate the committee or request the committee to address any matters and then return the report to the Board for action until the Board determines the committee's work is complete.