

KEY VISTA VILLAS

ORGANIZATION AND RESPONSIBILITIES

FOR

COMMITTEES

AND THE

DESIGN REVIEW BOARD

AND THE

COMPLIANCE OFFICER

Adopted by the Board of Directors
September 24, 2012
Amended
January 28, 2013
May 20, 2013
&
January 28, 2019

COMMITTEE ORGANIZATION AND ROLES AND RESPONSIBILITIES

COMMITTEE ORGANIZATION:

- No BOD member shall serve as a voting member on any committee
- All committees shall have a minimum of 3 Association members, with one member serving as the Chairperson
 - If a committee falls short of 3 members for more than 3 months, it no longer can remain a committee.
 - If a Committee is dissolved due to diminished membership, a Director may be appointed to handle the duties and responsibilities of that Committee.
 - If the committee regains 3 or more members, the Director will no longer be a voting member of that Committee, but will transition information and history for 3 months. The Director may then become the Liaison to the board for that committee.
- Each Committee may have one director of the BOD as liaison to facilitate communication between the BOD and the committee. They liaison may or may not attend committee meetings.
- Committee members will serve a 12-month term with automatic renewal of their term unless asked to leave the committee.
- Committee members may be asked to leave a committee by a majority vote of the Committee members, or by the BOD

COMMITTEE PROCEDURES AND RESPONSIBILITIES:

- The scheduled meetings and their respective record keeping responsibilities shall be in full compliance with FS 720.303:
 - “A meeting of the board of directors of an association occurs whenever a quorum of the board gathers to conduct association business. All meetings of the board must be open to all members except for meetings between the board and its attorney with respect to proposed or pending litigation where the contents of the discussion would otherwise be governed by the attorney-client privilege. ***The provisions of this subsection shall also apply to the meetings of any committee or other similar body when a final decision will be made regarding the expenditure of association funds and to meetings of any body vested with the power to approve or disapprove architectural decisions with respect to a specific parcel of residential property owned by a member of the community.***”

- Committees shall identify issues that currently affect our community or have the potential to develop into a problem in the future.
- Committees will investigate and develop **recommendations** for the BOD upon request as well.
- Committees do not have a budget and will not make decisions impacting the budget expenditures. They will make recommendations to the BOD only.
- Each committee will prepare a report to inform the BOD of their progress on a regular basis or as necessary.

COMMITTEE ROLES AND RESPONSIBILITIES:

Please note: This is not a comprehensive list and roles and responsibilities of each committee may change with time and circumstances.

GROUNDS COMMITTEE ROLES AND RESPONSIBILITIES

COMMITTEE CHAIRPERSON:

- Conducts the GC meetings every other week
- Reports to the HOA Board monthly or more if needed
- Provides the contracts, data and pertinent information for the top 2-3 landscape companies for the HOA Board two months prior to the end of the contract. This should be provided at least 1-2 weeks prior to the Board meeting whenever possible.

COMMITTEE MEMBERS RESPONSIBILITIES:

- Act as a liaison between the landscape contractor and the Board when needed.
- Participate in every other week meetings with the landscape company representative in attendance for at least part of the time.
- Proactively identify landscape issues and monitor progress via communication with the landscape and management companies. This is identified via Trouble Service Complaints (TSC), landscape company concerns reported to the GC, and observation.
- Follow up on TSCs that have not been satisfactorily completed with the management and landscape companies.
- In concert with the Management Company the GC collects bids as necessary, interviews prospective landscape companies, visits the landscape companies sites and current properties that they service. This process is initiated 3 months prior to the end of a contract if necessary.
- Make recommendations to be presented to the HOA Board regarding top two or three choices for a landscape company.

FINANCE AND BUDGET COMMITTEE

COMMITTEE CHAIRPERSON:

- Convenes the Committee to review the next fiscal year budget that the management company has prepared.
- Reports progress to the BOD on a monthly basis or more if necessary.
- Send final proposed budget for the coming year to the Management Company and BOD members at least one month prior to the scheduled vote at the Board meeting.

COMMITTEE MEMBERS RESPONSIBILITIES:

- Review proposed budget from the management company
- Obtain predicted amounts monies for each category from the appropriate personnel
- Review with Management Company any revisions that may be needed prior to sending out the finalized proposed budget.

INSURANCE & AGE AFFIDAVITS COMMITTEE

***It should be noted that at this time there is no committee, but rather an appointed BOD director to review this with the other Board members.

COMMITTEE CHAIRPERSON:

- Convene the committee to review all insurance and age affidavits that are coming due
- Report to the BOD at the following meeting.

COMMITTEE MEMBERS RESPONSIBILITIES:

- Review the delinquent affidavits and insurance policy copies
- Review the Management Company notifications of first delinquency/violation letters sent out.

GATES COMMITTEE

COMMITTEE CHAIRPERSON:

- Convene the committee when required.
- Alert the Management Company when repairs are needed
- Review with Board for an approval vote when the repairs or parts are more than what the Management Company is approved to allocate.
- Delivers monthly update when appropriate at the board meetings
- Sends out email blasts when necessary.

COMMITTEE MEMBERS RESPONSIBILITIES:

- Help attach poles back up when they get knocked down
- Alert the Liaison when parts are needed
- Alert the liaison to any problems noted with the gates operation
- No meetings are required

COMMUNICATIONS COMMITTEE

COMMITTEE CHAIRPERSON:

- Gathers the committee together when necessary
- Meets with the BOD liaison when necessary
- Sends out reminders for age and insurance affidavits
- Manages the email blasts and those who sign up or ask to be removed
- Reports at the BOD meetings for the committee

COMMITTEE MEMBERS RESPONSIBILITIES:

- Backs up the Chairperson
- Reviews the policies and forms on the website for necessary updates.

CLUBHOUSE COMMITTEE

***It should be noted that at this time there is no committee, but rather an appointed BOD director to review this with the other Board members.

COMMITTEE CHAIRPERSON:

- Convene committee members
- Contact Management Company when a vendor is needed for repairs or replacements
- Report to the Board when an estimate is higher than the Management Company is contractually able to approve.

COMMITTEE MEMBERS RESPONSIBILITIES:

- All things within the doors of the Clubhouse including AED, bulletin boards, lights and changing light bulbs, switches, thermostats, kitchen, bathrooms, storage closets etc.
- Check bathrooms for lights left on
- Check both AC thermostats are set to 80 when not in use
- Turn fans on and set thermostat to 75 for Board meetings
- Daily operations, contact RPM when contractor needs arise
 - Current contractors are located on RPM's website, One Source
- Monthly Committee report 1 week prior to the Board meeting sent to the Secretary (short 2-3 sentence paragraph)

- Supplies for Clubhouse
 - Kathy Binette current procurement person
- Cleanliness
 - Checklist for Pair A Jacks
 - Pair of Jacks will leave a note if there are supplies needed (plastic garbage bags etc.)
 - Steam cleaning of rugs and furniture
 - Once a year they will clean the pool deck to eliminate mold and mildew
- Signs
- Calendar – monthly
 - Currently assigned to Helen Nadler
- Rental agent for Clubhouse – not generally rented any longer. Usually just reserved.
- Master’s will be loaned chairs and tables periodically for their big events. You will need to make sure someone is there to sign for them and arrange a date for their return.
- Plan for emergencies such as hurricanes etc.
 - Volunteers sign up to help bring in pool and patio furniture and implements
 - Follow Weather/Emergency Policy

SOCIAL COMMITTEE

*** It should be noted that there is no Board Liaison at this time.

COMMITTEE CHAIRPERSON:

- Convene monthly meetings of the committee
- Facilitate all meetings
- Help set up for BOD meetings and Special or Annual Meetings

COMMITTEE MEMBERS RESPONSIBILITIES:

- Meet monthly (except for the summer) and plan social activities for the community.
- The social committee does not get money from the board.
- Collect money for certain events. some events are free when everyone brings a dish, example: pot luck & holiday dinner. The money is used to purchase food and decorations etc.
- Funds to purchase water, soda, coffee, paper plates, napkins, etc. are raised by the 50/50 raffle at all events. Donations are excepted.
- Make flyers and send emails to the community to inform them of upcoming events.
- Provide sign up sheets in the clubhouse.

- Keep the calendar in the clubhouse up to date.
- Purchase paper towels, toilet paper, garbage bags cleaning supplies and give the receipt to the treasurer for reimbursement. The board pays for these supplies.

WELCOME COMMITTEE

*** It should be noted that there is no Board Liaison at this time.

COMMITTEE CHAIRPERSON:

- Convenes the committee when appropriate
- Reports new persons information to the BOD secretary

COMMITTEE MEMBERS RESPONSIBILITIES:

- Meet with new homeowners as soon as possible once a they have moved in.
- Review the welcome packet which contains:
 - The declaration of covenants, conditions and restrictions.
 - The design review manual.
 - Key Vista Villas committees and their responsibilities.
 - List of the board of directors and members of the committees.
 - Resident information questionnaire to be returned to the secretary of the board.
 - KVV helpful information and contacts for utilities, Masters Assoc. & Key Vista Villas.
- An alteration application
- List of activities in the community and information on how to register for the key vista villas website.
- Keep the welcome packet updated with any changes.

POOL COMMITTEE

COMMITTEE CHAIRPERSON:

- Pool checklist for Pair- a – Jacks
 - Once annually clean the pool deck of mold and mildew
 - Keep refilling clipboard so they do not run out. Maintain the records of their Monday and Friday cleanings.
- Broken chairs and lounges are sent to Pasco Patio (Jeff)
 - Call and they will pick up for a charge
- Problems with the pool or spa – call Management Company and the manager will get the correct company to come out and fix it.
- Current Management Company has the ability to pay charges under \$500 without needing a Board vote. It is reported to the Board in their monthly

report, or earlier if it is an emergency. If it is close to \$500 our manager will usually let the Treasurer and the Pool Liaison know first.

- One Source has the current contract for all our contractors on their website.

COMMITTEE MEMBERS RESPONSIBILITIES:

- Each volunteer is assigned a day to check the chemical stability of the pool and spa water
 - Write the findings on the monthly form
 - Save form in folder that is kept in the same kitchen cabinet as the dip sticks
 - Inform the Chairperson when there is something broken, wrong or needs to be fixed or replaced
 - Inform the liaison when supplies are low
 - Help to bring into the Clubhouse outdoor furniture and pool items that might fly away (clocks, life rings, nets, ash trays etc.)

HEARING COMMITTEE

COMMITTEE CHAIRPERSON:

- Calls the Hearing Committee together
- Coordinates the Hearing dates
- Chairs the hearing
- Designates a committee member to fill out the Hearing Committee chart
- Submits the Chart to the Board Liaison and RPM to be kept as a record of the meeting findings/results

COMMITTEE MEMBERS RESPONSIBILITIES:

- The hearing is conducted by an odd number of members with the only other person in the room being the resident. Residents will be given up to 30 minutes after the hearings' announced time to appear. If no one appears, the Committee may adjourn.
- The resident is given ample opportunity to present their reason(s) for non-compliance with the Declaration of Covenants and any extenuating circumstances that prevented compliance.
- The Committee is *not* charged with questioning the resident (outside the attached Hearing Committee Checklist) or to make any attempt to resolve the issue.

- The Committee will then deliberate in the presence of the resident as to maintaining the fine or rescinding it. The only deliberation is to uphold or rescind the fine. The resident will be informed of the decision.
- Minutes of the Committee meeting shall be kept to include time of assembly, time of adjournment, names of Committee members present and the names of residents who appeared and the decision of the Committee to uphold a fine or to rescind a fine. Minutes will be kept even if no one appears before the Committee.
- The minutes of the Committee will be emailed to the community manager and the BOD officer charged with compliance, no one else.

DESIGN REVIEW BOARD

This committee is governed by the FI Statute 720, as well as the governing documents of the Key Vista Villas. The following statement is taken from FI Statute 720:

A meeting of the board of directors of an association occurs whenever a quorum of the board gathers to conduct association business. All meetings of the board must be open to all members except for meetings between the board and its attorney with respect to proposed or pending litigation where the contents of the discussion would otherwise be governed by the attorney-client privilege. ***The provisions of this subsection shall also apply to the meetings of any committee or other similar body when a final decision will be made regarding the expenditure of association funds and to meetings of any body vested with the power to approve or disapprove architectural decisions with respect to a specific parcel of residential property owned by a member of the community***

COMMITTEE CHAIRPERSON:

- Post an agenda 48 hours prior to the DRB meeting and identify someone to take minutes of the meeting.
- Gather the DRB Applications for the committee to review.
- Chair the committee meeting

COMMITTEE MEMBERS RESPONSIBILITIES:

- Review each application to determine if it complies with the governing documents
- Insure that results of vote is copied and reported to the Homeowner as stated in the governing documents, as well as the Board Secretary.
- Insure that the Homeowner is aware that they are responsible for keeping approvals of their application over time.
- Insure that Homeowners understand that any additions to landscaping are maintained by the Homeowner themselves, and are not the responsibility of the Association (as documented in the Covenants)

COMPLIANCE OFFICER

The Compliance Officer is regarded as a Board Officer position. Duties are continually interfacing with Board business, as well as the management company, and therefore not open to be a Committee position.

RESPONSIBILITIES:

- Participate in evaluation of lots with the management company to determine adherence to governing documents once per month
 - Management company determines violations to avoid appearance of preferential treatment
 - Compliance Officer is another pair of eyes for the property manager.
- Maintains documentation of non-compliance issues and checks for reparations made via the Management Company and individual checks when necessary.
- Verifies age affidavits and insurance paperwork .
- Approves of non compliance letters to be sent out
- Acts as Liaison for the Hearing Committee
- Reports to the entire Board with a recommendation when issues arise.