The Council of Co-Owners of The Colonies Condominium at McLean

Policy Resolution No. 2025-01
Committee Guidelines

Adopted by the Board of Directors
Effective Date: July 23, 2025

WHEREAS, Pursuant to Article IV, Section 16(g) of the Bylaws of The Council of Co-Owners of The Colonies Condominium at McLean (the "The Council" or "Association") grant the Board of Directors the authority to make and amend rules and regulations; and

WHEREAS, Article IV, Part D, Sections 20 and 21 of the Bylaws grant the Board authority to establish and oversee committees consisting of co-owners with the powers and duties that the Board shall authorize, other than those provided for the Covenants Committee, to support the governance and management of the community; and

WHEREAS, It is in the best interest of the Association to provide clear guidelines regarding the roles of Committee Chairpersons, Committee Members, and Board Liaisons to ensure accountability, transparency, and consistent communication; and

WHEREAS, All committee members, other than those appointed by the Board to the Covenants Committee, shall be appointed by and shall serve at the pleasure of the Board of the Council;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Directors adopts the following policies governing committee structure and responsibilities:

Section 1: General
There is a need from time to time to establish committees to complete specific tasks of the Association. Some of these committees will be of long duration and others on an ad hoc basis. The fulfillment of the Association's responsibilities is charged to the Board of Directors by the membership. Therefore, it is prudent for the Board to establish certain guidelines under which appointed committees will accomplish their assigned tasks.

Section 2: Membership
All co-owners in good standing are eligible to serve on committees. All Committee Members and Chairpersons shall be appointed by the Board, at the Board's sole discretion. Board Liaisons are appointed solely by the Board and must be current Directors. Committees must have a minimum of three (3) members, and no more than seven (7) members.

Section 3: Attendance
Attendance of committee members at monthly or scheduled committee meetings is vital to conduct business and vote on actions pending before the committee. Since quorum is required to vote on actions during a meeting, the following rules will apply to all Committees. Any member who has missed two-consecutive meetings will be considered inactive and not considered in determining quorum. Any member of the committee who misses half of the yearly meetings will no longer be considered a member of the committee. It will be the responsibility of the chairperson to keep track of meeting attendance; a committee member may request an

appeal to the attendance guideline (i.e., medical emergency, Temporary Duty, Military Orders, etc.) through request to the committee chairperson. The request for appeal will be recorded in meeting minutes and duly reported to the Board of Directors

Section 4: Definitions

4.1 Committee. Established by the Condominium Instruments or by the Board of Directors to perform certain assigned tasks. Committees are advisory to the Board.

4.2 Standing Committee. A committee established to perform long-term or continuous tasks.

4.3 Ad Hoc Committee. A committee established by the Board to address a specific issue.

4.4 Charter. A brief formal document, which outlines the assigned objectives and tasks of committees. The charter is effective when it is approved by a majority vote of the BOD present and voting at a meeting of the Board

4.5 Chairperson. The Chairperson is the appointed leader of a committee by the Board of Directors, responsible for facilitating meetings, ensuring timely reporting, guiding committee efforts, and maintaining alignment with the Board's priorities and the Association's governing documents.

4.6 Committee Members. An Co-Owner in good standing and who is properly designated to be a participant of a committee by the Board. Members of the Board will not be appointed as committee members, with the exception of Committees of the Board and where allowable in the Condominium Instruments. Community members cannot serve on a committee if that community member is an officer, director, leader of business or volunteer organization whose business or work conflicts with the business or work of the Association or the committee. Committee members serve at the pleasure of the Board. The Board has the authority and sole discretion to remove a committee member who is not performing the duties and responsibilities of a committee member or the Board determines that the committee member has an unresolvable conflict.

4.7 Board Liaison. A collateral duty of a Board member, with responsibility for providing advice regarding Board policy to a specific committee. In the case of the Election or Nominating Committees, the Board Liaison shall not be an active candidate for the Board of Directors or an immediate family member, significant other, management company, or other immediate family members or significant others.

4.8 Annual Committee Calendar. A 12-month calendar outlining meeting dates, key initiatives, deadlines for budget requests, and reporting deadlines. Submit to the Board by June 1 each year.

4.9 Annual Report. A written report made to the Council at the Annual Meeting that outlines the major tasks and accomplishments of the committee during the fiscal year.
Section 5: Types of Committees

5.1 **Standing Committees.** "Standing Committees" are established by the Condominium Instruments or by the BOD to perform long-term or continuous tasks. At present, the Standing Committees are:

a. **Covenants Committee -** The Board of Directors shall establish a Covenants Committee consisting of three (3) to five (5) Co-Owners. All committee members, including a chairman, shall be appointed by the Board of Directors, each to serve a term of one (1) year. Vacancies shall be filled in the same manner.

(1) The Covenants Committee shall have such powers as the Board of Directors by resolution may delegate to it consistent with The Act, the Condominium Instruments, the Rules and Regulations or resolutions of the Board of Directors. The Covenants Committee shall carry out its duties and exercise its powers and authority in the manner provided for in the Rules and Regulations or by resolution of the Board of Directors.

(2) Any action, ruling or decision of the Covenants Committee may be appealed to the Board of Directors by any party deemed by the Board of Directors to have standing as an aggrieved party, and a majority of the Board of Directors may modify or reverse any such action, ruling or decision. In addition, the Board of Directors, on its own motion, may review, modify or reverse any action, ruling or decision, including the interpretation of the Condominium Instruments of the Covenants Committee.

(3) The Board of Directors may at any time relieve the Covenants Committee of any of its duties, powers and authority either generally or on a case-by-case basis by a majority vote.

(4) To the extent authorized by said resolution, the Covenants Committee:

(i.) shall have the power to issue a "cease and desist" request to a Co-Owner, his guests, invitees or lessees whose actions are inconsistent with the provisions of The Act, the Condominium Instruments, the Rules and Regulations or resolutions of the Board of Directors upon petition of any Co-Owner, upon notification by management, or upon its own motion;

(ii.) shall have the power to impose charges on Co-Owners, their guests, invitees, or lessees for violation of The Act, Condominium Instruments, or Rules or Regulations promulgated pursuant to Section 55.79.80 (b) (2) of the Virginia Condominium Act, as amended;

(iii.) may provide interpretations, in writing, of the Condominium Instruments, Rules and Regulations and resolutions when requested by a Co-Owner or the Board of Directors, and all such interpretations shall be kept in a file available for inspection of any Co-Owner;

(iv.) assess governing documents at least annually and suggest updates to the Bylaws, Declaration, Rules and Regulations, or resolutions when necessary.

(v.) review co-owner requests for architectural change, modification, addition, alteration, or interior improvements to maintain consistency with Association documents and community harmony; and

(vi.) shall have such additional duties, powers and authority as the Board of Directors may from time to time delegate.

b. **Communications Committee** - Reviews all avenues of communications within the community tp ensure residents are well informed of updates and events. These avenues of communications include but are not limited to; newsletters, community bulletins, and digital outreach.

c. **Election Committee** - Assists with planning and oversight of the annual election process, ensuring impartiality, transparency, and rule compliance. May appoint or delegate a nominating subcommittee to assist in identifying and recommending qualified candidates for Board elections. Members may not be current Directors.

d. **Facilities Committee** - Advises the Board on maintenance, improvements, and infrastructure upgrades throughout the community. Provides recommendations for use policies, and helps plan poolside activities.

e. **Finance Committee** - Reviews and advises on budget planning, reserve study assessments, and financial reporting transparency. Assists Management and the Board in the budget preparation process including conduct of hearings on budget proposals prior to adoption by the Board of Directors. It also evaluates the community's insurance needs.

f. **Landscape Committee** - Oversees landscape enhancements, seasonal plantings, and long-term beautification projects for common areas.

g. **Safety & Security Committee** - Identifies safety concerns and recommends strategies for improving security, emergency preparedness, and neighborhood vigilance.

h. **Social Committee** - Plans and hosts social events that promote community engagement, such as pool parties, holiday celebrations, and seasonal gatherings.

5.2 **Ad Hoc Committees**. Established by the Board to address a specific issue. Ad Hoc Committees may only be established by Board resolution that includes a charter or memorandum outlining the scope, duties, or responsibilities of the Ad Hoc Committee.

Section 6: Line of Communication

The BOD shall communicate with its committees, via the chairperson and the Board Liaisons. However, the Board may deal directly with any committee at any time the Board deems it necessary. Similarly, any chairperson may request to meet with the Board. Requests for personnel support and equipment are to be made by the chairperson to the General Manager. The General Manager is charged with assigning priorities to all requests for support and will keep a record of those requests and any action taken.

Section 7: Roles and Responsibilities of Committee Chairpersons

- Schedule and preside over committee meetings, ensuring agendas are distributed in advance and minutes are taken.
- Ensure meetings are productive, foused, and documented. Roberts Rules of Order shall govern the conduct of all meetings of the Association when not in conflict with the Virginia Condominium Act or the Condominium Instruments.
- Notify the Secretary and General Manager at least seven (7) days prior to meetings for public posting.

- Submit meeting minutes to the Secretary and Management Office within seven (7) days of each meeting on the approved Association minutes template, including attendance, discussion points, decisions, and budget updates.
- Develop and submit an Annual Committee Calendar by end of the first week in June each year outlining monthly goals, deadlines, budget requests, and meeting plans.
- Track the committee's budget, report quarterly updates, and seek Board approval for any overages.
- Promote inclusive participation, recruit new members, and maintain respectful discourse during meetings.
- Submit a written Year-End Report by December 15 summarizing activities, outcomes, and recommendations.
- Budget Oversight (if applicable): Track the committee's approved budget. Coordinate with the Treasurer or Finance Committee for updates. Ensure no unapproved expenses occur.
- All Chairpersons shall sign a Chair Commitment Form acknowledging their responsibilities and agreement to lead the committee with transparency, structure, and fairness. They also agree to submit an Annual Committee Calendar to the Board by June each year.

Section 8. Committee Member Responsibilities

- Attend and participate actively in all meetings.
- Review meeting agendas and materials in advance.
- Support the execution of assigned tasks and initiatives.
- Uphold community values, confidentiality, and respect for fellow members.
- Provide input and feedback on committee matters in alignment with the charter.
- Abide by the committee calendar and help prepare deliverables on time.
- Collaborate with fellow members to achieve shared goals.

Section 9. Committee Member Conduct Expectations

- Participate in annual committee training.
- Operate with fairness, transparency, and professionalism.
- Refrain from using the role for personal or political gain.
- Respect the community's rules and diverse perspectives.
- Committees speak with one voice; the Committee Chair speaks on behalf of the Committee, unless another Committee member is designated.
- Shall always support all of the decisions made by the Board, the committees, and members of the Association.
- Ensure all actions comply with The Colonies' governing documents and approved budgets.
- Committees are encouraged to welcome resident feedback, conduct outreach when appropriate.

Section 10. Board Liaison Responsibilities

- Attend all committee meetings or review the minutes promptly if absent.
- Serve in an advisory capacity and as the communication bridge between the committee and the Board of Directors.
- Ensure committee discussions and proposals align with the Association's governing documents.

- Provide Board-level context, direction, or guidance on processes and governance procedures as needed, without overruling committee autonomy.
- Report committee progress, concerns, or recommendations to the Board at regular intervals.
- Maintain neutrality and avoid dominating committee decisions or discussions.

Section 11. Annual Committee Appointment & Transition Calendar

11.1 Introduction. An annual planning calendar is a foundational tool for effective community governance and committee leadership. It provides structure, ensures accountability, and promotes transparent operations across all committees. By aligning committee timelines with the Association's governance cycle, The Colonies can enhance participation, efficiency, and continuity year after year.

11.2 Key Benefits of an Annual Planning Calendar:

1. Structured Planning - Helps committee members understand what to expect each month, preparing for tasks such as budget review, reporting deadlines, and key milestones.

2. Leadership Continuity - Establishes a smooth transition process for newly appointed chairs, avoiding disruptions caused by incomplete handovers or lack of onboarding.

3. Transparency & Accountability - Builds trust by making committee activities visible to the community and ensuring timely submission of reports, budgets, and project outcomes.

4. Community Engagement - Allows residents to anticipate committee events and involvement opportunities, improving outreach, volunteer recruitment, and participation.

5. Informed Budgeting - Supports clear deadlines for budget review and submission, ensuring committees make thoughtful funding requests and track expenditures responsibly.

6. Strategic Alignment Keeps committee work aligned with the priorities of the Board and broader goals of the Association. It ensures committees are not operating in silos.

11.3 This calendar outlines the annual cycle for committee appointments and leadership transitions at The Colonies of McLean. March and April are reserved exclusively for the Nominating and Election Committees to manage Board elections. All other committees will complete their annual work cycle by February.

Month	Committee Tasks
May	🌟 Week after elections – Submit applications to appoint/reappoint committee members and chairs.
June	Hold kickoff meetings and review/update committee charters and goals. Submit updated committee rosters to the Board Secretary by June 2.
July	Begin executing initial goals and tasks per each committee's calendar.
August	Continue executing goals. Ensure mid-year review and budget progress if applicable.
September	Finalize and submit proposed committee budgets to the Board by September BOD meeting.
October	Board Liaison conducts check-in with each committee. Begin budget review and planning for the next calendar year.
November	Prepare draft Year-End Committee Summaries.
December	Submit final Year-End Reports to the Board.
January	Board evaluates committee performance and alignment.
February	Wrap up committee activity and prepare for election period.
March	Committees conduct charter reviews, gather community feedback, and begin planning handover notes. Start drafting transition memos and identify volunteer prospects for next term.
April	Finalize documentation and digital handover materials for incoming chairs. Submit year-end feedback to Board and prepare community recognition of outgoing committee members.
May (repeat)	Finalize outgoing committee duties and reappoint chairs.

Section 12: Committee Reporting Protocol

12.1 Purpose. This protocol outlines the procedures and expectations for reporting committee activities, updates, and budget usage at The Colonies of McLean. Consistent reporting ensures transparency, accountability, and alignment with Board goals.

12.2 Regular Reporting Requirements:

- Meeting Notice: Must be submitted to the Secretary at least 7 days in advance for public posting.

- Meeting Minutes: Must be submitted within 7 days after each meeting and include date, time, location, attendees, discussion points, decisions made, and action items.
- Attendance Log: Must accompany each meeting summary to document who was present.
- Quarterly Report: To include summary of activities, accomplishments, and updated budget status (amount used and remaining).
- Annual Report: To be submitted by December 15, summarizing the year's work, challenges, recommendations, and spending.

12.3 Submission Process. All documents must be submitted to the Board Secretary via email or hard copy within the designated timeframe. The Chairperson is responsible for ensuring reports are complete, timely, and shared with committee members for approval prior to submission.

12.4 Report Format. All reports must be typed using the approved template format. Handwritten or incomplete documents will not be accepted. Templates include: Meeting Minutes, Budget Tracker, and Annual Report forms.

12.5 Budget Oversight. Committees with allocated budgets must track expenses and provide monthly updates. No purchases may be made without prior approval by the Board. Budget trackers must be submitted along with quarterly and annual reports.

12.6 Compliance and Accountability. Failure to submit timely and complete reports may result in budget withholding or committee restructuring. Committee members are expected to support transparency and uphold the reporting standards outlined in this protocol.

Section 13: Adoption

Adopted by the Board of Directors on July 23, 2025

Signed:

President