



Associated Property Management

## **EFFECTIVE COMMITTEES FOR COMMUNITY ASSOCIATIONS**

### **By Associated Property Management**

After a Board of Directors has been elected and is in place, the Board of Directors then establishes the committee structure for the association. The documents may dictate which committees should be in place and the Board may want to establish other committees for other problems and situations which may be anticipated throughout the coming year. The formation of, and the appointment to, the various committees is very important in that some committees will be doing work on behalf of the Board of Directors and they may have the authority to act on the association's behalf.

Since, the Hurricane Season of 2004, Board Members, Staff and Property Managers are in need of more help to cope with the resultant problems. As their positions are becoming more and more demanding, it is increasingly more difficult to keep up with the demands that are thrust upon them. Without hiring more staff, the easiest way for an association to keep up with the current demands is to form and conduct some of the association's business through the use of committees. Whether a committee is a standing committee or an advisory group, committees have the ability to provide additional help, assistance and recommendations for the association's benefit. Committees can help shoulder some of the demands placed upon the Board of Directors and staff of the association.

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Association committees can be advisory or vested with authority to carry out their findings or recommendations. The first type of committee is advisory and has no authority to carry out any specific functions. Committees are formed to analyze problems, gather information, review facts and submit their recommendations to the Board of Directors of the association. Sometimes, these are referred to as Ad Hoc Committees. Examples of this type of committee would be for special projects and one-time special problem committees. They would be formed to possibly look after the feasibility of a Capital Improvement project or some other one-time project that the Board and the membership may want to consider. The second type of committee is more common and is formed for the express purpose of carrying out a portion of the Board's responsibility. This type of committee is usually created by and has its authority outlined in the Articles of

Incorporation and or Bylaws of the association. Other committees may be created by a Board of Directors Resolution. If created by the documents, they usually have specific duties and functions outlined in the documents and will provide the amount of authority that the committee may exercise on behalf of the association. If the committee was created by a Board of Directors Resolution, then the resolution should specify the duties and just what the committee's authority really is. Sometimes, these are referred to as an Ad Hoc or Standing Committee. A Standing Committee is a permanent committee. Different kinds of Standing Committees may be Finance Committee, Architectural Control Committee, Covenants/Violation Committee, Security Committee, Fines Committee and Landscape Committee.

In very large associations there may be an Executive Committee which reports to the Board of Directors. The Executive Committee is made up of the Chairpersons of the Committees. The Executive Committee then brings any concerns from their individual committees to the Board of Directors for further consideration, discussion and possible disposition.

Each Committee is important in helping to advise the Board in each specific area that the committee is involved in. Committee Chairpersons should provide a written monthly report to the Board on their activities and recommendations.

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