

STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.

POLICIES AND PROCEDURES

COMMITTEE SERVICE GUIDELINE

Revision 0

04/28/2022

I. PURPOSE

Committees appointed by the Stonebridge Ranch Community Association (SRCA) Board of Directors provide homeowners with volunteer opportunities to serve SRCA by advising the Board and management company regarding various Association operations and services. All committee members shall qualify for committee service according to this guideline. All Board appointed committees are authorized to perform such tasks and serve for such periods per Board adopted guidelines for each committee.

II. REFERENCES

Bylaws of Stonebridge Ranch Community Association, Inc., in particular, Article V Committees

III. GENERAL STRUCTURE

- A. SRCA committee officers and members serve as advisors, but staff implement all programs, services, and operations per direction of the Board of Directors.
- B. This Guideline applies to all standing and alternate committee members.
- C. All committee members appointed by the Board shall also adhere to their respective committee guidelines.
- D. As long as an appointed committee member adheres to this Guideline and their respective committee guideline, there are no term limits to committee service.

IV. COMMITTEE MEMBER QUALIFICATIONS

- A. Homeowners are eligible to serve on SRCA committees if they meet all the following qualifications:
 - 1. Resident in good standing with the Association at time of volunteer application submission and, if appointed by the Board, throughout committee service.
 - 2. Adhere to the SRCA Conflict of Interest Policy and have no undisclosed conflict of interest
 - 3. Recommended for Board appointment by one of the SRCA committees
 - 4. Approved by the Board to serve
 - 5. Serving on only one committee at a time.
- B. Homeowners may not serve on SRCA committees if they meet one or more of the following criteria:
 - 1. Employee of the SRCA management company.
 - 2. Vendor providing services to SRCA.
 - 3. Relative, significant other, or employee of a Board member.
 - 4. Relative, significant other, or employee of a SRCA vendor.
 - 5. Exceptions shall be approved by the Board.

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V. REVISION HISTORY

REVISION	DATE	CHANGES
0	04/28/22	Original