



# Leisure Village Association, Inc.



## Committee Orientation Handbook 2023-2024 Revised August 1, 2023

**LEISURE VILLAGE ASSOCIATION, INC.  
COMMITTEE ORIENTATION HANDBOOK**

<b>SECTION</b>	<b>TABLE OF CONTENTS DESCRIPTION</b>	<b>PAGE</b>
I.	WELCOME .....	2
II.	PLANS FOR ORGANIZING COMMITTEES .....	3
III.	FUNCTIONS OF COMMITTEE CHAIRPERSONS.....	4
IV.	COMMITTEE PARTICIPATION IN BOARD MEETINGS .....	6
V.	THE ARCHITECTURAL COMMITTEE .....	7
VI.	THE BUILDINGS & GROUNDS COMMITTEE .....	9
VII.	COMMUNICATIONS COMMITTEE.....	10
VIII.	THE EDUCATION & RECREATION COMMITTEE .....	12
	VIII-A THE BINGO SUB-COMMITTEE .....	13
	VIII-B THE TRAVEL SUB-COMMITTEE .....	15
IX.	THE FINANCE COMMITTEE.....	17
X.	THE INSURANCE COMMITTEE .....	19
XI.	RESEARCH AND ADVISORY COMMITTEE.....	21
XII.	THE RESIDENTIAL LANDSCAPE COMMITTEE .....	22
XIII.	THE WATER COMMITTEE.....	23
XIV.	WELCOME COMMITTEE .....	24
XV.	NOMINATING COMMITTEE.....	26
 <b>ATTACHMENTS</b>		
A.	POLICY: COMMITTEE-STAFF RELATIONSHIP AND INTERACTION .....	30
B.	VOLUNTEER COMMITTEE FORM .....	32
C.	COMMITTEE RECOMMENDATION FORM.....	34
D.	DISCRIMINATION AND HARASSMENT .....	35

# I. WELCOME

## TO ALL COMMITTEE MEMBERS:

Welcome to the special world of “givers” which is comprised of volunteers for Leisure Village Committees to serve during the Committee Year 2023-2024.

The Leisure Village Board of Directors sincerely appreciates your service in our common goal to keep Leisure Village an active, caring community and a place of beauty and harmony.

We intend to make this year a time of constructive teamwork between the Board of Directors and the Committees as advisors to the Board.

This booklet contains the guidelines intended to assist in achieving our goal.

Thank you for offering your services.

## **THE BOARD OF DIRECTORS**

### **LEISURE VILLAGE ASSOCIATION, INC.**

\_\_\_\_\_  
Charles Kiskaden, President

\_\_\_\_\_  
Richard Loomis, Vice President

\_\_\_\_\_  
Marlynn Block, Secretary

\_\_\_\_\_  
James Murchie, Treasurer

\_\_\_\_\_  
Ruth Stubba, Director

## **II. PLANS FOR ORGANIZING COMMITTEES**

### **COMMITTEES ARE TO ORGANIZE AT THEIR SEPTEMBER MEETING**

Committee chairperson or assistant chairperson shall preside.

Committee members will be introduced.

Duties and functions of the committee will be reviewed by the chairperson who will have a packet for each committee member.

The Board of Directors shall appoint all committee chairpersons who shall be homeowners residing in Leisure Village.

The chairperson shall appoint the assistant chairperson and the secretary, as needed.

The Board of Directors' Policy, Committee-Staff Relationship and Interactions (Attachment A) defining the working relationship between the Board and committees will be reviewed in detail.

The following guidelines define the working relationship between the committees and the Board of Directors:

1. The meetings are conducted in accordance with Robert's Rules of Order
2. Only the Board of Directors can appoint, remove, or replace committee members. The committee may recommend an additional committee member or request of the Board of Directors a removal by submitting to the Board a Volunteer Committee Form (Attachment B).
3. The Board of Directors may refer comments or requests from homeowners to the committee for their recommendations.
4. Recommendations from the committees to the Board of Directors shall be submitted on the official Recommendation Form (Attachment C). Complete details should be provided regarding who, what, where, when and above all how including cost estimates.
5. Recommendations that involve changes to the Rules & Regulations shall be carefully discussed and reviewed.
6. All recommendations from committees shall receive a disposition copy of the recommendation as soon as practicable.
7. All official Board of Director's committee communications, written or verbal, will be channeled via the Board Liaison or Executive Assistant.
8. Committees shall request permission of the Board of Directors, prior to involving any staff time, to conduct special studies or research special interests including any funding needed (Attachment C).

9. All committees shall have an LVA Board of Directors member serving as liaison to their committee to assist the committee in carrying out its assigned mission. The Board of Directors' liaison role is to assist the committee in its communication with the Board of Directors. Board of Directors' liaisons will not make decisions or otherwise act for the Board of Directors.

10. All committees, in their initial organizational meetings, should ensure that all members have read the Discrimination and Harassment Policy (see Attachment D).

The following, additional guidelines apply to the structure and the work of the committees:

1. Written agendas with supporting exhibits and documentation should be provided to each committee member.
2. The chairperson is responsible for listing and updating committee meeting times on LVTV and in the *Village Voice* in a timely manner, i.e., prior to the committee's monthly meetings.
3. All committees established by the Board of Directors shall first report their findings and recommendations to the Board before releasing any information to homeowners.
4. No committees are to make comments in *Inside Leisure Village* since it is not LVA's official newspaper. Committee members can have their comments published in their capacities as homeowners.
5. Committees may submit information items for publication in the Association's official paper the *Village Voice*.
6. All committee chairpersons are free to contact other committees for information, assistance and coordination on any committee project.
7. **IMPORTANT TO NOTE: COMMITTEES DO NOT HAVE BUDGETS. COMMITTEES DO NOT HAVE THE AUTHORITY TO EXPEND FUNDS ON BEHALF OF LEISURE VILLAGE ASSOCIATION WITHOUT WRITTEN AUTHORITY FROM THE BOARD OF DIRECTORS.**

All committee members must refrain from regulatory, supervisory actions or interfering with any Village employee or questioning any of their activities. All complaints must be brought only to their supervisor, the General Manager, or any Board member. If any Leisure Village resident decides to confront any Leisure Village employee it could be considered harassment resulting in being so charged.

### **III. FUNCTIONS OF COMMITTEE CHAIRPERSONS**

The Chairperson must understand the mission of the committee. He or she must have the ability to take charge so that committee meetings do not become forums for discussion of non-pertinent issues.

#### **NOTIFICATION OF COMMITTEE APPOINTMENTS**

Notification of acceptance of committee appointments shall be the responsibility of the committee chairperson.

Said notification shall be made within five (5) business days after receiving notice of the Board's confirmation and shall be made in person, by telephone, or by letter communication, with one exception: If rejection is returned by the Board, then notification shall come directly from the Board.

### COMMITTEE RECOMMENDATIONS

Some committee actions will be finalized as Committee Recommendations to the Board of Directors. Such Committee Recommendations must be complete in all details and must be submitted on official Committee Recommendation Forms (Attachment C) and signed by the committee chairperson. Complete details should be provided regarding whom, what, where, when, and above all how, including cost estimates.

All committee suggestions and recommendations shall be submitted only after the committee has discussed and agreed to them.

An important aspect of chairing a committee is the ability to guide the committee to definite aims and conclusions. The following should aid in achieving these objectives:

1. Start the meeting on time, and have a written agenda.
2. See that adequate minutes are kept of each meeting and distributed, after approval in a timely manner, to all committee members. Give a copy of the minutes to the Executive Assistant so it may be placed on the next Open Board Agenda for review and file. Minutes shall record members and guests present and the maker of motions and whether the motion was approved. Minutes should have a 2-inch margin at the top for office information to be recorded.
3. Insist on order. Control general discussion and side conversation. Make guests welcome, and give attention to their concerns.
4. When appropriate, call for a motion to be made and seconded. Then discuss and vote, recording the committee's approval or disapproval.
5. Discourage and stop aimless discussion. Assign further study by tabling when appropriate.
6. Avoid a hasty decision because of lack of time. If a motion has not been made, postpone discussion until the next meeting.
7. Special meetings may be called as needed to discuss issues, concerns, problems, and results with the Board of Directors.
8. Periodically pick up your mail -- letters from residents, as well as agendas and minutes are placed in your committee's mailbox located in the Recreation Office at the Recreation Center Building.
9. The committee functions and limitations are clearly defined for each committee. Committees' primary purpose is to act in an advisory and consulting capacity to the Board of Directors. At no time shall any committee organize and act to oppose positions or actions taken by the Board of Directors.
10. All committees are encouraged to submit monthly written reports to the Executive Assistant at the Administration Office prior to Open Board Meetings so the reports can be accurately recorded in the minutes of the Open Board Meeting and in the *Village Voice*.

11. Each committee chairperson shall advise all committee members that they must not accept a gift in any form from vendors or businesses providing or offering to provide goods or services to LVA.
12. Ensure that a roster of all committee members' names and volunteers' names are submitted in writing annually and approved by the Board of Directors so that they are covered under the Association insurance policy.

## **IV. COMMITTEE PARTICIPATION IN BOARD MEETINGS**

### 1. BOARD MEETINGS

The Board of Directors will hold its meetings monthly as designated by appropriate notice.

### 2. MONTHLY OPEN BOARD MEETINGS

Each committee is encouraged to present a monthly report at the OBM (Open Board Meeting) at the time designated on the OBM Agenda. The committee chairperson or a designated committee member will give the report.

The purpose of the committee report is to clarify the items covered in the minutes of the most recent committee meeting.

Committee reports shall reflect official committee actions and recommendations. Personal opinions of the chairperson or any other member should not be expressed.

# V. THE ARCHITECTURAL COMMITTEE

## 1. PURPOSE AND MISSION

The duties and purpose of the Leisure Village Architectural Committee are outlined in the Covenants, Conditions and Restrictions (CC&R's) as modified by the Davis Stirling Act. It is required that each member read, understand, and adhere to those requirements.

The goal of the Architectural Committee is to keep the Village in an attractive condition. The purpose of the committee is to recommend Architectural Guidelines and to abide by them when enacted by the Board according to applicable law.

Architectural Guideline recommendations are adopted by the majority consent of committee members present which constitute a quorum.

The creation and adoption of Leisure Village Architectural Guidelines is a requirement of the CC&R's and the law. LVA Architectural Guidelines may be more restrictive than the Camarillo City Code but may not be in conflict with the Camarillo City Building Code.

The committee's method of doing business has been fashioned after procedures in the building and safety department of any municipality. Namely, that the permit-inspection system is to be followed in Leisure Village.

## 2. SPECIFIC AREAS OF RESPONSIBILITY

Applicable sections of the CC&R's were established to control construction in Leisure Village and to require approval of permits for improvements on the project (meaning all parts of the Village).

A permit, authorizing the work to proceed, is required from the Architectural Committee before work may be started on any exterior improvement. Before authorizing a permit, the Architectural Committee shall determine that the work is in compliance with the guidelines that have been enacted by and signed by the Board. An Architectural Committee permit can be obtained at the regularly scheduled meeting of the committee on the first and third Fridays of the month in the Recreation Center Garden Room at 8:30 a.m. At the completion of the process the permits not requiring a LV site inspection permit will be ready to start.

## 3. ACTIVITIES AND RESPONSIBILITIES

### a. Permit Process

The permit process is an invaluable tool that is used to keep the Village in an attractive condition. It works the same way as the permit process works in the building and safety department of any municipality. The homeowner is required to obtain a permit any time he/she wishes to -modify or add to the exterior of the home structure before work is started. A fee for the permit is required with the cost depending on the extent of work being done.

Architectural permits must be submitted to the Architectural Committee for all exterior work throughout the Village including work on common area buildings such as the Association Office, Recreation Center. Or Club House. Certain types of work may also require Camarillo City permits. It is the responsibility of the homeowner to obtain a City permit if it is required.



The Association staff keeps a record of all completed permits. Upon completion of work on any structure, the, permit, plan and paperwork record is placed in the unit address file at the Association Office.

All jobs will be inspected from permit through completion by the Compliance Inspector for the Association. A copy of the completed permits with a copy of the signed City building permit if obtained by the homeowner will be turned over to the Association Office for filing. The Compliance Inspector will also attend all Architectural meetings and will receive permits at that time.

b. Architectural Guidelines

Architectural Guidelines are the means by which the Association defines all exterior construction in the Village. They may be amended or repealed from time to time keeping **up** with any changes in requirements. Such amendments or repeals must be approved by the Board. New committee members are required to become familiar with the contents.

4. COMPOSITION AND MEMBERSHIP

The minimum size of the committee is three (3) members. It is preferable that committee members have experience as architects, building designers or building contractors.

Appointments to the Architectural Committee are for a three-year term. Appointments are made by the Board of Directors.

5. MEETINGS

Minutes are taken and submitted to the Board. The meetings are open to visitors who may present problems, seek guidance, or simply observe.

6. WORKING RELATIONSHIPS

The Architectural Committee serves in an advisory capacity to the Board of Directors, maintaining effective contact via the Board liaison. Good lines of communication should exist between the Architectural, Building & Grounds and Residential Landscape Committees. It is desirable that committee meeting minutes be exchanged and that a representative of each committee attends meetings of others. The Residential Landscape is a sub-committee to the Architectural Committee. \*

\*All policy changes/recommendations must be approved by the Architectural Committee.

As representatives of Leisure Village Association, the Architectural Committee members must act professionally. They do not intercede in disputes between owner and contractor, do not act in a supervisory manner, and do not practice law.

The Architectural Committee is to maintain good communications with the Board.

## **VI. THE BUILDINGS & GROUNDS COMMITTEE**

### **1. PURPOSE AND MISSION**

The Building & Grounds purpose and mission is to monitor and report Common Area and exterior homeowner property conditions requiring maintenance, repair, replacement or removal in compliance with the CC&R's, the Rules & Regulations, Architectural and Residential Landscape guidelines.

### **2. GENERAL AREAS OF RESPONSIBILITY**

Following are general areas of the committee's responsibility:

- a. Review and make recommendations related to Building & Grounds issues to the Board of Directors.
- b. Monitor and process written documentation to notify the homeowner or property manager of required exterior maintenance in accordance with LVA approved text.
- c. Report to LVA village common areas needing maintenance.
- d. Work with Leisure Village Management and/or the Board of Directors on special projects (i.e., mailbox repair/replacement, uneven concrete, address numbers on the rear of each home, stucco stains).
- e. B&G prepares a monthly Maintenance Required Report for distribution to LVA staff and B&G Volunteers.

### **3. ACTIVITIES AND NOTIFICATIONS**

- a. Members are assigned to a village or multiple villages to inspect at least every other month, preferably one week prior to the B&G meeting so reports are current.
- b. Members must have familiarity with the Architectural and Landscape Guidelines, the Rules and Regulations and the CC&R's.
- c. Members are to submit Inspection Reports as needed, at the monthly committee meeting, for each property requiring garden bed maintenance, structure repair, patio cover/enclosure or fence repair, replacement or removal. The Reports should also include keeping the gutters clean and plant material off the roof. Direct notice/contact by members is discouraged.
- d. All Inspection Reports are checked for accuracy, duplication and permit status.
- e. B&G members prepare 30 Day and 15 Day Letters in accordance with LVA approved templates/text and submit to LVA for processing and mailing.
- f. B&G volunteers follow up after 30 days or 15 days for compliance or issuance of a violation by LVA.

4. COMPOSITION AND MEMBERSHIP

- a. The number of members is determined by the need and ranges between 25-30 Members.
- b. Must enjoy helping people, be patient and polite.
- c. Must be able and steady to walk on concrete and uneven grass.
- d. Committee appointments are approved by the Board.

5. MEETINGS

- a. The Committee meets once a month on the first Thursday of each month in the Assembly Room in the Recreation Center.

6. WORKING RELATIONSHIPS

The Buildings & Grounds Committee serves in an advisory capacity to the Board of Directors maintaining effective contact via the Board liaison. This committee will maintain close working relationships with the Architectural and Residential Landscape Committees. Although the committee chairs of each group will exchange information and ideas via their Board liaisons it is advisable that close cooperation be developed. Such cooperation may be enhanced by an exchange of minutes and assigned individuals as liaison to each other's committee.

## **VII. COMMUNICATIONS COMMITTEE**

1. PURPOSE AND MISSION

The Leisure Village Association (LVA) Board of Directors (BOD) has authorized establishment of the "Communications Committee". The purpose of this Committee is to serve and advise the BOD on matters pertaining to LVA communications to and from the residents.

2. SPECIFIC AREAS OF RESPONSIBILITY

- a. The Committee is responsible for planning and conducting regular meetings which serve the purpose of providing a forum for sharing communication processes and content.
- b. Review and document current communication processes, as requested by the Board.
- c. Provide assistance and/or make recommendations as it pertains to enhancements, upgrades, maintenance or other requests from the Board of Directors related to communication systems and processes.

### 3. ACTIVITIES & OPERATIONS

The Communications Committee is involved with all groups associated with distributing information to and from Leisure Village residents.

### 4. COMPOSITION & MEMBERSHIP

The committee shall be composed of:

- 1) The primary qualification is the desire to be of service to the community. Knowledge of information presentation using various media and technologies is helpful but not required.
- 2) Committee appointments are approved by the Board.

### 5. MEETINGS

- a. The Committee meets once a month on the first Thursday of each month in the Assembly Room in the Recreation Center.

### 6. WORKING RELATIONSHIPS

The Communications Committee serves in an advisory capacity to the Board of Directors maintaining effective contact via the Board liaison. The Committee will maintain close working relationships with the Education and Recreation Committee, Welcome Committee and other LV Committees as required. In addition to the Committee Chairs exchange of information and ideas via their Board liaisons, the Communications Committee will provide an opportunity for the exchange of information and ideas among all Committee Chairs or their designees on a regular basis.

## **VIII. THE EDUCATION & RECREATION COMMITTEE**

### 1. PURPOSE AND MISSION

The purpose and mission of the Education & Recreation Committee is to promote and research activities relating to educational and recreational activities including but not limited to:

- a. Individual or group recreational activities.
- b. Recommendations for the use and approval of the Recreation Center facilities and equipment.
- c. Following Association's Rules & Regulations as they pertain to "b" above.
- d. Form and conduct educational classes or programs.

## 2. SPECIFIC AREAS OF RESPONSIBILITY

- a. Review recreational and educational plans, ideas, and programs and recommend to the Board those that have merit.
- b. Review and make recommendations relative to the annual budget regarding recreational equipment and educational programs.
- c. Review applications for approval from new organizations, make recommendations to the Board, and also encourage the creation/development of new clubs and activities for homeowners.
- c. Oversee the activities of the special sub-committees: Travel and Bingo.
- e. Receive and analyze requests from residents and staff pertaining to recreational or educational matters and make recommendations to the Board.
- b. Initiate studies and undertake duties as requested by the Board.
- g. Inspections of facilities and equipment to be provided to the Recreation Center Director for corrective action.

## 3. ACTIVITIES AND OPERATIONS

The Education & Recreation Committee is involved with all clubs, groups and activities. The Education & Recreation Committee operates as an entire body through its monthly meetings as well as through its many working sub-committees. The sub-committees work independently and report to the full Education & Recreation Committee at its monthly meeting.

## 4. COMPOSITION AND MEMBERSHIP

The Education & Recreation Committee has two special sub-committees, Bingo and Travel. Other working sub-committees are assigned as needed.

Education & Recreation Committee membership of up to thirty (30) is necessary to staff its many and varied activities. Furthermore, some of the sub-committees, notably the travel and bingo sub-committees, have additional volunteers who are not members of the Education & Recreation Committee. All sub-committee chairpersons are de-facto members of the Ed & Rec Committee.

Appointments to the Ed & Rec Committee and to its two sub-committees must be approved by the Board of Directors. Other sub-committees or volunteer appointments must be approved by the chairperson of the Education & Recreation Committee.

Qualifications for membership are many and varied. The one common trait is the desire and the willingness to help the Village and residents.

## 5. MEETINGS

The committee meets once a month on the third Thursday at 1:30 p.m. in the AR. Sub-committee meetings are held as needed.

Minutes are taken, recorded for future reference, and submitted to the Board of Directors. Minutes list all attendees, absentees and visitors. Meetings are open to visitors who may present problems or requests, seek guidance, or simply observe.

## 6. WORKING RELATIONSHIPS

The Education & Recreation Committee maintains a close working relationship and open communications with the Recreation Facilities Manager. Regular monthly meetings are held between the committee chairperson and the Recreation Facilities Manager, preferably prior to the committee's monthly meeting.

The committee chairperson and members must refrain from direct regulatory or supervisory actions with respect to staff members. All supervisory or regulatory matters must be referred to the General Manager or designee who is charged with such responsibilities.

The Education & Recreation Committee also maintains a close working relationship and open communications with the many Village groups, clubs, and activities.

The committee is free to coordinate any activity with any other committees and shall advise the Board of Directors.

## **VIII-A THE BINGO SUB-COMMITTEE of the Education & Recreation Committee**

### 1. PURPOSE AND MISSION

The purpose of the Bingo Sub-Committee is to provide residents of Leisure Village with enjoyment and entertainment by conducting non-profit bingo games.

### 2. SPECIFIC AREAS OF RESPONSIBILITY

The Bingo Sub-Committee is responsible for planning, organizing, and controlling all activities involved in conducting bingo games, including the distribution of prizes, and the management, accounting, and safekeeping of all funds.

The sub-committee is responsible to ensure that bingo activities are conducted in compliance with Leisure Village Standard Procedure Instructions (SPI) 200.003. Except for actual expenses, all proceeds are returned as prizes.

The Bingo Sub-Committee, in conjunction with Association staff, is also responsible to ensure all required permits for holding bingo games in Leisure Village are obtained in a timely manner.

### 3. ACTIVITIES AND OPERATIONS

Bingo games shall be held each Wednesday evening, from approximately 6:00 p.m. to approximately 10:00 p.m. in the Assembly Room at the Recreation Center, **except** when cancelled by the sub-committee chairperson.

The chairperson shall preside over the bingo meetings, and ensure that weekly tally sheets and funds are submitted to the Leisure Village Association Accounting Office. A secretary appointed by the chairperson shall be responsible for taking minutes and for their distribution.

Members of the Bingo Sub-Committee shall not, under penalty of immediate removal from the sub-committee, profit in any way from their participation on the sub-committee.

#### 4. COMPOSITION AND MEMBERSHIP

The sub-committee chairperson and all its members must be approved by the Board of Directors.

#### 5. MEETINGS

The Bingo Sub-Committee shall meet as needed to conduct its business. Financial reviews and LVA accounting are the major reasons for these meetings.

#### 6. WORKING RELATIONSHIPS

The Bingo Sub-Committee must maintain a close working relationship with the Education & Recreation Committee of which it is a part. A representative of the Bingo Sub-Committee shall attend the monthly meetings of the Education & Recreation Committee. The Education & Recreation chairperson shall present the quarterly bingo financial report at the OBM.

A working relationship is required with the Recreation Facilities Manager in planning and conducting bingo games.

A working arrangement is also essential with the LVA Accounting Office:

- a. The Bingo Sub-Committee shall furnish the LVA Accounting Office a full accounting of its receipts and expenses on a monthly basis, and
- b. The LVA Accounting Office shall furnish to the Bingo Sub-Committee the general ledger monthly balance information for the bingo account.

## **VIII-B THE TRAVEL SUB-COMMITTEE of the Education & Recreation Committee**

#### 1. PURPOSE AND MISSION

The Travel Sub-Committee is established to conduct a non-profit program of travel that includes trips to a wide variety of educational and entertainment locations and events.

The Travel Sub-Committee arranges and facilitates the planning and conduct of all trips as a service to the residents. In many cases actual arrangement with carriers and providers of travel are made by outside travel agencies.

The Leisure Village Travel Committee is also known as Leisure Village Travel or LV Travel.

## 2. SPECIFIC AREAS OF RESPONSIBILITY

The specific areas of responsibility include the following:

- a. The Travel Sub-Committee shall have jurisdiction over all travel and trips for which bus transportation is provided into Leisure Village or when Leisure Village facilities are used.
- b. No bus or other transportation shall be permitted to enter Leisure Village unless a copy of an insurance endorsement with \$5 million coverage of public liability, naming Leisure Village Association as a co-insured, is filed with the chairman of the Travel Sub-Committee and with the Recreation Facilities Manager. No one shall be permitted to use any LVA facility for loading or unloading passengers without full compliance with the above.
- c. Only Board of Directors approved clubs, groups, activities or organizations may use Leisure Village facilities for advertising trips.

## 3. ACTIVITIES AND OPERATIONS

An office is provided for the non-exclusive use by the Travel Sub-Committee.

Leisure Village Travel informs the Villagers of all its bus and rail trips by four (4) means:

- a. The list of available trips is posted in a news bulletin each Friday at the Travel Office in the Recreation Center.
- b. Running announcements continuously on LVTV
- c. Leisure Village *e-News*
- d. *Inside Leisure Village*

Sale of trip tickets takes place at the Travel Office on Tuesdays, Wednesdays, and Thursdays from 9:00 a.m. to 11:45 a.m. on a first-come, first-serve basis.

A two-dollar (\$2) per person cancellation fee is charged for each cancellation before the announced cancellation date. After that date full payment of all charges incurred is forfeited, unless the ticket is resold in time.

Members of the Travel Sub-Committee are not permitted, under penalty of immediate removal from the sub-committee, to profit in any way from their knowledge of or participation in sub-committees activities.

Sub-committee members are not permitted to take part in arrangements for trips which use Leisure Village facilities in the conduct of such trips when such trips are sponsored by organizations other than Leisure Village Travel.

## 4. COMPOSITION AND MEMBERSHIP

The Travel Sub-Committee has a membership of up to ten (10) persons in addition to its chairperson and assistant chairperson. All must be approved by the Board of Directors.



Recommended qualifications for membership are experience in making travel arrangements and willingness to travel but any Villager is welcome to become a member.

## 5. MEETINGS

The Travel Sub-Committee meets once a month. It meets on the third Friday at 9:30 a.m. in the Sun Room at the Recreation Center. Meetings are open to visitors who may present problems or requests, seek guidance, or simply observe.

A representative of the Travel Sub-Committee shall attend the monthly meetings of the Education & Recreation Committee.

## 6. WORKING RELATIONSHIPS

The Travel Sub-Committee serves in an advisory capacity to the Education & Recreation Committee. The Education & Recreation chairperson shall present the quarterly travel subcommittee report at the Open Board Meeting. The Travel Sub-Committee, in addition to maintaining a close working relationship and open communications with the Education & Recreation Committee, must maintain a close relationship with the Recreation Facilities Manager and must provide to the Manager the following:

- a. A timely listing and schedule of all buses that will be entering the Village.
- a. Information on the essentials of upcoming events.

The Travel Sub-Committee also maintains open communications with the many Village groups, clubs and activities as required for monitoring bus transportation scheduling and access. The Sub-Committee chairperson reports on current and future trips at the monthly sub-committee meeting.

## 7. FINANCIAL RESPONSIBILITY

The Treasurer of the Board of Directors shall direct the required monthly and yearly audits of the Travel Sub-Committee financial records. The committee will comply with any request for records.

## 8. BUS AND TRAIN TRIPS

The sub-committee may receive payment, organize, advertise and conduct these Leisure Village trips.

## 9. AIR AND SEA TRIPS

The sub-committee CANNOT publish its own fliers regarding air or sea travel. Notices may be published referring to a printed brochure from a registered seller of travel. Any reference to air or sea travel must include the following: "Leisure Village Travel is not a Seller of Travel as provided in Business and Professions Code 517550 ET SEQ."

## **IX. THE FINANCE COMMITTEE**

### **1. PURPOSE AND MISSION**

The purpose and mission of the Finance Committee is to provide assistance to the Board of Directors and to the Association in all matters involving financial planning, financial status, and financial operations of the Association.

### **2. SPECIFIC AREAS OF RESPONSIBILITY**

The Finance Committee's responsibilities include the following:

- a. Act as internal reviewers of the financial operations of the Village as directed by the Board, and to report its findings and suggestions directly to the Board. In furtherance of this obligation, to develop a review program of the Village operations and its departments to be carried out during the fiscal year of Leisure Village Association. As part of the review procedures, but not as a limitation:
  - 1) Review monthly the financial statements and the departmental variance reports prepared by Accounting. Report directly to the Board of Directors any significant variances, and suggest appropriate changes or actions.
  - 2) Conduct a detailed review of the bank reconciliations of all cash accounts monthly and prepare a report to the committee. To accomplish this, (1) Bank statements will be made available to the chairman or his designee by the third Thursday of the month as well as, (2) the general ledger for any accounts with balance changes, and (3) a Cash Disbursements report with check numbers, amounts, and dates. Confidential data should be redacted.
  - 3) Review the cash disbursement accounts payable monthly by an independent test sampling.
  - 4) Review compliance with applicable SPI's and recommend changes in the existing SPIs as appropriate.
  - 5) Review cash flow statement provided by the accounting software.
  - 6) Review monthly the Assessments Receivable Aging Report and the Assessments Prepaid Aging Report from the accounting software with detail redacted and reconcile to balance sheet.
  - 7) Review Fixed Asset Schedule and reconcile for acquisitions, disposals and depreciation on a monthly basis.
- b. Each year the departmental staff and General Manager shall prepare a detailed, preliminary budget for the upcoming fiscal year. They will provide amounts for the items listed in the financial chart of accounts with justification. The committee will review and adjust that budget and make recommendations to the Board/Treasurer with justifications excluding payroll, payroll taxes, and employee benefits.

### 3. ACTIVITIES AND OPERATIONS:

To discharge the above responsibilities, the Finance Committee performs a wide variety of tasks and studies. Some of the most important ones are the following:

- a. Evaluate requests from LVA committees or other requesters, as directed by the Board, when expenditure of LVA funds is involved.
- b. Conduct management reviews (e.g., accounting, purchasing procedures, and inventory), when requested or approved by the Board, to ensure compliance with applicable SPIs.
- c. Request approval of Board for any unscheduled reviews.
- d. Participate in yearly reviews by the Board of audit reports by the auditors.
- e. Review the General Manager's study of economic conditions, and local area salary and wage statistics for his annual Budget Recommendation and provide our evaluation to the Board.
- f. Review and evaluate the periodic Reserve Study.
- g. On an ongoing basis, monitor and evaluate the adequacy and safety of our Operating and Replacement Reserve Funds.

### 4. COMPOSITION AND MEMBERSHIP:

The Finance Committee shall have up to fifteen (15) members.

For membership with the Finance Committee homeowners having accounting, bookkeeping, budgeting, financial, or business administration experience is an advantage.

### 5. MEETINGS:

The committee is required to meet at least once a month. It meets on the fourth Wednesday at 1:30 p.m. in the Multi-Purpose Room at the Recreation Center. Special meetings are convened as may be required.

The meetings are conducted in accordance with Robert's Rules of Order. Minutes of the meetings are taken with an approved copy to the Board. The meetings are open to visitors who may present problems or requests, seek guidance or simply observe.

The meetings are attended by management. Committee members may ask questions of management regarding the monthly financial reports reviewed at the meeting.

Requests by committee members for the staff to supply additional information will be made in advance of the meeting as much as possible. All such requests will be directed to the chairman who will deliver them to staff. When appreciable staff effort is involved approval of the General Manager is required.

## 6. WORKING RELATIONSHIPS

The committee serves in an advisory capacity to the Board of Directors maintaining effective contact via the Board Treasurer.

The nature of Finance Committee activities requires that it maintain a working relationship and open communications with the LVA accounting staff. The General Manager shall cause the necessary documents to be prepared and delivered to the Finance Committee chair, allowing for adequate preparation for the monthly meeting. Specific direct contacts may be established between designated committee members and the accounting staff, as well as with other key staff personnel when occasion warrants with the General Manager's approval.

The Committee Chairperson and members must refrain from direct regulatory or supervisory actions with respect to staff members. All supervisory or regulatory matters must be referred to the General Manager. The General Manager will give his consent to all reasonable requests. At all times the review will be conducted in such a way as to avoid any unnecessary disruption of the personnel being reviewed.

## **X. INSURANCE COMMITTEE**

### 1. PURPOSE AND FUNCTION

The purpose and mission of the Insurance Committee is to serve in an advisory and consulting capacity to the Board of Directors and/or General Manager in establishing and maintaining a sound insurance program for Leisure Village.

### 2. SPECIFIC AREAS OF RESPONSIBILITY

The Insurance Committee's responsibilities include the following:

- a. Evaluate and recommend to the Board the insurance and/or risk management programs proposed by agents, brokers or insurers.
- b. Undertake such other activities as the Board may request and make recommendations to the Board of Directors.

### 3. ACTIVITIES AND OPERATIONS

The committee shall keep informed as to current changes in the insurance market affecting the Leisure Village Association coverage and report to the Board.

The committee shall receive and carry out any special tasks or studies pertaining to insurance as directed by the Board.

The committee may review the monthly status report of claims prepared by the staff in order to assist in developing recommendations to the Board. The processing and management of claims shall remain with the Leisure Village Association General Manager and claims staff who may call upon the committee for assistance as needed.

#### 4. COMPOSITION AND MEMBERSHIP

The Insurance Committee shall have 3-8 members. The Board of Directors shall approve all appointments.

Membership on the Insurance Committee is limited to those with knowledge of and/or experience in insurance but any Villager may volunteer to serve. Legal background can also be of value. (Example such as, but not limited to, agent-brokers, attorneys, adjusters and underwriters.)

#### 5. MEETINGS

This committee meets on an as-needed basis in the Sun Room at 10:00 a.m. Minutes are taken and recorded for future reference. Meetings are open to visitors who may present problems or requests, seek guidance or simply observe.

#### 6. WORKING RELATIONSHIPS

The committee serves in an advisory capacity to the Board of Directors and maintains effective contact with the Board via the Board liaison and the General Manager.

All committee members and Village residents must refrain from direct regulatory or performing supervisory actions or interfering with any Village employee or questioning any of their activities. All complaints must be brought only to their supervisor, the General Manager, or any Board member. If any Leisure Village resident decides to confront any Leisure Village employee, it could be considered harassment resulting in being so charged.

## **XI. RESEARCH AND ADVISORY COMMITTEE**

### 1. PURPOSE AND MISSION

The Leisure Village Association authorizes the formation of the Research and Advisory Committee. The purpose and mission of this committee is to serve and advise the Board of Directors

### 2. SPECIFIC AREAS OF RESPONSIBILITY

The Committee is to:

1. Provide a forum to identify potential opportunities, risks, and threats facing Leisure Village over the next several years and make those matters known to the Board.

2. Research and make recommendations concerning those issues, projects, and matters referred to the Committee by the Board. Care must be taken not to conflict with matters under the purview of other committees.
3. Make an annual report to the Board on its work at the Annual Meeting.

### 3. ACTIVITIES AND OPERATIONS

The Research and Advisory Committee operates as an entire body through monthly meetings. Work groups within the committee report to the full Committee at the monthly meetings. Work groups doing research or working on a project may seek support and involvement of administration.

The Committee reports to the Board at the Open Board meetings.

### 4. COMPOSITION AND MEMBERSHIP

The Committee shall be composed of:

- 1) The primary qualification is the desire to be of service to the community. Knowledge of and/or experience in corporate advisory and/or research committees is also desirable.
- 2) Committee appointments are approved by the Board.

### 5. MEETINGS

- 1) The committee meets on the second Monday of each month at 2:00 PM in an assigned room at the Recreation Center.
- 2) Ad hoc working meetings may be held as necessary depending on the current state of projects.
- 3) Minutes of the meetings are taken and submitted to the Board. Meetings are open to visitors.

### 6. WORKING RELATIONSHIPS

The Research and Advisory Committee serves in an advisory capacity to the Board of Directors maintaining effective communication with the Board via the Board liaison.

## **XII. RESIDENTIAL LANDSCAPE COMMITTEE**

### 1. PURPOSE AND MISSION

To offer assistance to homeowners who wish to make changes in their planted garden beds using the established criteria for LV-maintained and homeowner-maintained garden beds to make landscape and horticultural recommendations to the LVA Board.

## 2. SPECIFIC AREAS OF RESPONSIBILITY AND ACTIVITIES

- a. To revise and maintain the LVA approved Full Maintenance Plant List.
- b. To review the Landscape Permit Application and landscape plans submitted by homeowners.

The criteria set forth for this review are the following:

- 1) Compliance with Residential Landscape Guidelines
- 2) Drought tolerant plant selections
- 3) Attractive foliage and flowers common to Southern California
- 4) Low maintenance including minimum pruning requirements
- 5) Low water use in garden beds

The result of this review will be to approve, modify or disapprove the Landscape Permit Application. All actions shall be described to the applicant(s) in writing. The description shall include the appeal process should the applicant question the action taken.

- c. To provide LVA the records of actions taken on Landscape Permit Applications when completed.

## 3. COMPOSITION AND MEMBERSHIP

Members should have knowledge or experience in landscape architecture, residential landscape design or horticulture.

Members should be able to effectively communicate with homeowners to discuss their garden design.

## 4. WORKING RELATIONSHIPS

The committee shall act in an advisory capacity to the Board of Directors maintaining effective contact via the Board Liaison.

The chair, or a designee, may meet with the Superintendent of the Landscape Department, and the Irrigation Department

This committee may meet with the Architectural Committee in garden design and/or hardscape elements which may be of mutual concern and the Buildings & Grounds Committee to discuss issues of common interest.

## 5. MEETINGS

This committee shall meet on an as-needed basis.

Minutes are taken and recorded for future reference.

Meetings shall be open to visitors who may present residential landscape and horticultural problems or requests, seek guidance, or simply observe.

### **XIII. WATER COMMITTEE**

#### **1. PURPOSE & MISSION**

The Leisure Village Association authorizes the formation of the Water Committee. The purpose and mission of this committee is to serve and advise the Board of Directors on matters pertaining to water use and management.

#### **2. SPECIFIC AREAS OF RESPONSIBILITY**

The Committee is to

- a) Hold regular meetings as a forum for efficient use of water (both potable and non-potable).
- b) Propose and recommend to the Board a monitoring process on water usage, making regular reports to the Board.
- c) Provide the Board with information regarding current and projected water availability, including the status of any current Camrosa Water District restrictions.
- d) Research, recommend and assist with enhancements, upgrades, maintenance, as well as any other request of the Board of Directors concerning water usage and distribution.
- e) Research and recommend to the Board a long-term plan for consideration in the annual budgetary cycle.

#### **3. ACTIVITIES & OPERATIONS**

The Water Committee operates as an entire body through monthly meetings. Work groups within the committee report to the full Committee at the monthly meetings.

The Committee reports to the Board at the Open Board meetings.

#### **4. COMPOSITION & MEMBERSHIP**

The Committee shall be composed of:

- a) The primary qualification is the desire to be of service to the community. Knowledge of water usage and conservation is desirable.
- b) Appointment to the Committee is approved by the Board.

#### **5. MEETINGS**

- a) The committee meets on the second Monday of each month at 3:00 PM in an assigned room at the Recreation Center.
- b) Ad hoc working meetings may be held as necessary depending on the current state of projects.



- c) Minutes of the meetings are taken and submitted to the Board. Meetings are open to visitors.

## 6. WORKING RELATIONSHIPS

The Water Committee serves in an advisory capacity to the Board of Directors maintaining effective communication with the Board via the Board liaison. The Committee will maintain good relationships with other LVA committees, especially Communications, Buildings & Grounds and Finance.

# **XIV. THE WELCOME COMMITTEE**

## 1. PURPOSE AND MISSION

The purpose and mission of the Welcome Committee is to be of service to new resident homeowners and renters and to provide them with information which will assist them in adapting to the Leisure Village lifestyle.

## 2. SPECIFIC AREAS OF RESPONSIBILITY

- a. The Welcome Committee is responsible for planning and conducting quarterly Welcome Receptions which serve the purpose of introducing new residents to each other, the Board of Directors, various committee chairpersons, clubs and the General Manager.
- b. Information pertaining to our Village and the community is available at these meetings.
- c. Planning and implementing new ideas to increase attendance by new and working residents.

## 3. ACTIVITIES AND OPERATIONS

- a. The LVA staff provides the Welcome Committee with the names, addresses and phone numbers of the new residents.
- b. The Welcome Committee uses this information to contact each new Resident:
  - 1) Sending personal invitations to the receptions
  - 2) Making personal calls to ascertain attendance
- c. The Welcome Committee chair is responsible for obtaining interesting and informative speakers for the receptions.
- d. The Board of Directors, General Manager, Assistant General Manager, Recreation Facilities Manager, and Chief of Safety & Security and Newcomer's Orientation Program are invited to each reception.
- e. Board members are seated at tables with new residents to encourage cordial relationships.
- f. New residents are encouraged to introduce themselves and briefly describe their life experiences. The information will then be passed on to the appropriate clubs or committees.

- g. New residents are encouraged to visit and become acquainted with LVA committees, clubs, groups and activities.
- h. Chairs of rule-based committees, clubs, groups and activities are invited to meet and greet new residents both before the meeting begins and during the social following the meeting and distribute flyers pertaining to their various programs.

#### 4. COMPOSITION AND MEMBERSHIP

- a. The Welcome Committee members are volunteers interested in helping new residents with information and support. Appointments to the Committee are made by the Board.
- b. The chair assigns individual members to serve as:

Hospitality Committee

Telephone Committee

#### 5. MEETINGS

The Welcome Committee meets as needed.

The Welcome Receptions (for new resident homeowners by invitation) are held quarterly. The April and October Receptions are held in the evening and the January and July Receptions are held in the afternoon. The Reception may serve in lieu of a committee meeting.

New residents may be invited to a second Reception if unable to attend the first.

#### 6. WORKING RELATIONSHIPS

The Welcome Committee maintains a close working relationship with the Board of Directors, maintaining effective contact via Board Liaison. The committee also maintains a close working relationship with the following:

The General Manager

The Recreation Office staff

## **XV. THE NOMINATING COMMITTEE**

### 1. PURPOSE AND MISSION

The Nominating Committee is mandated by the By-Laws of the Association. Its mission is to nominate candidates for vacancies on the Board of Directors, to be filled at each annual election.

### 2. SPECIFIC AREAS OF RESPONSIBILITY

The committee is responsible for seeking, screening, evaluating, and nominating candidates for the Board of Directors. The committee is directed to make as many nominations as current law allows but not less than the number of vacancies to be filled. Nominees shall be limited to the members of the Association. It should be noted, however, that any property owner who meets the qualifications as outlined in the Election and Voting Rules may nominate himself/herself by filing the appropriate application with the Association by the applicable deadline. Nominations may also be made from the floor.

### 3. ACTIVITIES AND OPERATIONS

The Committee shall perform the following functions in the time periods indicated:

- a. October - November: Organization and Planning.
  - 1) Convene and organize the committee
  - 2) Plan committee activities for the upcoming election year.
    - a. Including at least one Board member information workshop.
  - 3) Ensure that all committee members receive and are familiar with the Election and Voting Rules as adopted by the Board of Directors.
  - 4) Ensure that all committee members receive a copy of the Timeline for Elections as prepared by staff.
- b. December – January: Recruitment and Interviewing
  - 1) Encourage homeowners to run for the Board, and otherwise seek qualified candidates by various promotional means, such as LVTV notices, articles in the *Village Voice*, announcements at monthly Open Board Meetings, campaigns through LV committees, clubs and organizations.
  - 2) Conduct interviews with prospective candidates.
  - 3) Determine candidate compliance with established requirements as outlined in the Election and Voting Rules.
  - 4) Publish in January Village Voice Election and Voting Rules, deadline for applications to be submitted to the Nominating Committee and deadline for application to run by petition.
- c. February: Finalization
  - 1) Finalize list of candidates.
  - 2) Contact selected candidates and inform them of their selection. Inform them that they will be introduced to the Board of Directors at the April Board Meeting in addition to those property owners who have qualified through self-nomination.
  - 3) The candidates not selected by the Nominating Committee are to be contacted, informed of such, and advised that they can self-nominate by filing the applicable application with the Association by the deadline that has been established.
  - 4) It should be noted that qualified persons may nominate themselves or other qualified members from the floor at the Annual Meeting.
- d. March: Self-Nomination Period

- 1) Self-nomination applications must be submitted to the Association Office at least ninety (90) days prior to the Annual Meeting. A deadline will be established by the Association and advertised each year depending on the date of the Annual Meeting.
  - 2) Upon completion of the self-nomination period and verification of those self-staff will notify all candidates of their introduction at the April Open Board Meeting and dates and procedures for Candidates' Night and the Annual Meeting.
- e. April Open Board Meeting: Formally announce committee nominations and other qualified candidates to the Association Board of Directors
  - f. May-June: At the discretion of the Board of Directors, the Nominating Committee may or may not assist the Board, or be otherwise involved, in the May-June election process, including such activities as the Candidates' Night.
  - g. At the conclusion of its assignment in May-June, the committee shall issue a brief "Final Report" that does not violate its mandate for secrecy. The final report shall summarize the total number of candidates formally interviewed and the total nominated. Additionally, the report shall contain any brief re-evaluations concerning the overall performance of the Nominating Committee.

#### 4. COMPOSITION AND MEMBERSHIP

- a. The By-Laws specify at present: "The Nominating Committee shall consist of a chairperson who shall be a Member of the Board of Directors, and two (2) or more members of the Association." Accordingly, only homeowners qualify.
- b. The Chairperson shall appoint one member as the committee secretary who shall be responsible for correspondence and for all committee records.
- c. Members of the Nominating Committee should be familiar with the functions and responsibilities of the Board of Directors and with the governing documents of the Association. They should also be familiar with the Village, its features, activities, and problems.
- c. In the event that a member of the Nominating Committee decides to become a candidate for election to the Board prior to February 1<sup>st</sup>, that person must immediately resign from the Nominating Committee.
- e. The Nominating Committee is appointed by the Board of Directors each year prior to the Annual Meeting of the Association, is announced at the Annual Meeting and, serves from the close of each Annual Meeting until the close of the next Annual Meeting. Nominating Committee minutes, at completion of term, should be destroyed.

#### 5. MEETINGS

- a. The Nominating Committee shall hold meetings, subject to call of the Chairperson, as required to perform its functions listed in Section 3.
- b. Due to the sensitive nature (personal interviews of members) meetings shall be held in privacy. Matters discussed must be generally reported at the next open Board meeting of the members and will be so noted in the Board minutes.

- c. Minutes of all meetings shall be taken by the secretary of the committee and retained until after the Annual Meeting has adjourned and then handed to the Executive Assistant for filing with the Executive Session minutes of the Board of Directors. All committee records, including minutes of all meetings, are CONFIDENTIAL. The chairperson shall be responsible for maintaining confidentiality.
- d. All meetings to discuss candidates or conduct interviews are to be held in privacy. No visitors shall be permitted at any of the meetings.

6. WORKING RELATIONSHIPS

- a. Nominating Committee functions and activities are confidential, and its activities are not divulged to anyone outside the committee membership. This exclusion also applies to members of the Board of Directors (except for the Nominating Committee Chairperson).
- b. LVTV provides assistance to the Nominating Committee with publicity during the recruitment and promotion phase of the search for candidates, as well as later in announcing the qualified candidates.
- c. In addition to Candidate's Night, the Nominating Committee may coordinate with staff to develop a format for the presentation of all Board candidates in a manner consistent with Leisure Village election rules and procedures.
- d. LVA staff provides support as required.

TIMELINE

The Timeline for Elections as prepared by staff each year should be consulted on a monthly basis to ensure that all legal requirements are satisfied during the extended period of time leading up to the Annual Meeting.

## COMMITTEE - STAFF RELATIONSHIP AND INTERACTION POLICY

This Policy is intended to define the relative functions of committees and staff and their interrelationship taking into account their distinct responsibilities and authorities. Only those aspects of their function and operation that have a bearing on their interrelationship are considered here.

### REFERENCE

This policy is administered by SPI 100.008, Committee Functions & Staff Support Requirements, as revised May 31, 2013.

### FUNCTIONS

#### 1. BASIC FUNCTION OF COMMITTEES

Committee functions are advisory. Committees perform studies and/or analyses in order to fulfill these advisory functions. Committees have *no administrative authority* except to seek information necessary to perform such studies.

The studies or analyses can come about in several ways:

- a. They may be requested by the Board
- b. They may be self-generated within the committee and continued with Board approval
- c. They may be suggested to the committee by other residents and require Board approval

In above cases b. and c. such studies or analyses require both committee and Board approval prior to involving any staff time.

Occasionally, input from other committees may be required or sought. Such committee-to-committee interaction may be arranged by the Board, by the General Manager, or by committees themselves.

The results of these studies or analyses by a committee are, in all cases, submitted to the Board for approval. Submittals must be in writing under the chairperson's signature and must include reasons, implementation details, cost estimates and impact, if any, on other areas.

The primary interface of a committee with the Board is through the Board liaison to the committee or in their absence the Board Secretary. Committee chairpersons will always be informed of Board decisions on committee reports or recommendations.

## 2. BASIC FUNCTION OF STAFF

Any committee requests for staff assistance must be directed to the General Manager. Direction of staff personnel by individuals other than their immediate supervisors is prohibited. This is necessary to prevent an unacceptable degree of confusion and in order to meet the requirement of staff accountability.

### RELATIONSHIPS

Cooperation among committee chairpersons, the General Manager, department heads and supervisors is essential for the effective operation of our community. Within the framework of this cooperation, certain practices should be recommended and followed.

#### 1. COMMITTEE'S INPUT TO STAFF

Committees are recognized as having valuable expertise in their areas of activity. Their advice is valued and will be considered but may not be implemented in all cases.

Committees may furnish information or advice to the staff or may request information or support from the staff. In either case, committee input to the staff shall normally occur in one of two ways:

- a. To the General Manager through the Board President and the liaison.
- b. Input from committee members shall be channeled through their chairperson. Exceptions to this may occur when Board approval has been given for direct contact between designated committee members and staff. Meetings may be established between committee chairpersons and department heads to promote effective achievement of common goals.

#### 2. STAFF'S INPUT TO COMMITTEES

Department heads are expected to take advantage of committees' expertise and availability. This may be accomplished by:

- a. channeling requests via the General Manager to the Board of Directors
- b. directly approaching the committee chairperson

In either case, success hinges on staff's initiative in seeking and obtaining information and advice and on good working relationships.

It is not cost-effective or practical to allow department heads or staff personnel to respond directly to committee members' individual requests that are not made in compliance with this policy.

**ATTACHMENT B**  
**VOLUNTEER COMMITTEE MEMBERSHIP FORM**  
**LEISURE VILLAGE ASSOCIATION, INC.**

If you are willing to share skills, experience and expertise, please fill out this form and return it to the Association Office.

The Association is looking for homeowners or residents with experience, special skills and expertise for appointments to standing committees

Listed below are the committees available. Please place an "x" in the area of interest and use the space provided to expand upon your qualifications and expertise. If applicable, list credentials, professional designations, certificates or education. Please complete the backside of this application form.

You will be agreeing, if appointed, to give the time necessary to do effective Committee work. The Board of Directors will make this appointment and notification will be sent to you as to the Board's decision.

**NOTE: FILL OUT A SEPARATE FORM FOR EACH COMMITTEE YOU WOULD LIKE TO JOIN. YOU MAY SERVE ON A MAXIMUM OF FOUR COMMITTEES.**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>ARCHITECTURAL*</b>               | <input type="checkbox"/> <b>INSURANCE*</b>               |
| <input type="checkbox"/> <b>BUILDING &amp; GROUNDS*</b>      | <input type="checkbox"/> <b>RESEARCH &amp; ADVISORY*</b> |
| <input type="checkbox"/> <b>COMMUNICATIONS*</b>              | <input type="checkbox"/> <b>RESIDENTIAL LANDSCAPE*</b>   |
| <input type="checkbox"/> <b>EDUCATION &amp; RECREATION*</b>  | <input type="checkbox"/> <b>WATER COMMITTEE*</b>         |
| <input type="checkbox"/> <b>BINGO (sub of Ed &amp; Rec)</b>  | <input type="checkbox"/> <b>WELCOME*</b>                 |
| <input type="checkbox"/> <b>TRAVEL (sub of Ed &amp; Rec)</b> |  |
| <input type="checkbox"/> <b>FINANCE*</b>                     |  |

My qualifications for this Committee are:

---

---

---

---

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL ADDRESS (IF APPLICABLE) \_\_\_\_\_

\*STANDING COMMITTEES



My experience has been in the following areas: "Check each box that applies"

- |   |   |  |
|---|---|--|
| Accounting/CPA..... <input type="checkbox"/>    | Electrical..... <input type="checkbox"/>          | Landscaping..... <input type="checkbox"/>      |
| Attorney..... <input type="checkbox"/>          | Emergency Services..... <input type="checkbox"/>  | Painting..... <input type="checkbox"/>         |
| Audit..... <input type="checkbox"/>             | Engineering..... <input type="checkbox"/>         | Personnel..... <input type="checkbox"/>        |
| Ballot Tabulator..... <input type="checkbox"/>  | Executive Assistant..... <input type="checkbox"/> | Plumbing..... <input type="checkbox"/>         |
| Budgeting..... <input type="checkbox"/>         | Financial Planning..... <input type="checkbox"/>  | Purchasing..... <input type="checkbox"/>       |
| TV..... <input type="checkbox"/>                | General Contractor..... <input type="checkbox"/>  | Roofing/Cement..... <input type="checkbox"/>   |
| Carpentry..... <input type="checkbox"/>         | Health Services..... <input type="checkbox"/>     | Street (Asphalt)..... <input type="checkbox"/> |
| Computers..... <input type="checkbox"/>         | Heating/AC..... <input type="checkbox"/>          | Writer..... <input type="checkbox"/>           |
| Computer Hardware... <input type="checkbox"/>   | Insurance..... <input type="checkbox"/>           | Other (specify)..... <input type="checkbox"/>  |
| Cost Analysis..... <input type="checkbox"/>     | Internal Control..... <input type="checkbox"/>    | ..... <input type="checkbox"/>                 |
| Data/Word Processing <input type="checkbox"/>   | Inventory Control..... <input type="checkbox"/>   | ..... <input type="checkbox"/>                 |
| Election Supervision.. <input type="checkbox"/> | Investments..... <input type="checkbox"/>         |  |

*SPECIAL SKILLS:*

---

---

---

*CREDENTIALS AND/OR CERTIFICATES:*

---

---

---

*COMMITTEE CHAIR'S COMMENTS:*

---

---

---

*RECOMMEND APPROVAL* -

*RECOMMEND DISAPPROVAL* -

Chairperson's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LEISURE VILLAGE ASSOCIATION, INC.**  
**OFFICIAL RECOMMENDATION TO BOARD OF DIRECTORS**

FROM: \_\_\_\_\_ DATE OF COMMITTEE ACTION \_\_\_\_\_  
(COMMITTEE CHAIRPERSON SIGNATURE)

OF: \_\_\_\_\_  
(COMMITTEE NAME)

CHANGE TO: POLICY  RULES & REGS  PROCEDURE

OTHER \_\_\_\_\_

A: Full Description of Recommended Change:

\_\_\_\_\_  
\_\_\_\_\_

B: Why Change is Needed:

\_\_\_\_\_

C: Estimated Cost:  LVA FUNDS  OTHER FUNDS (Specify Below or on Reverse)

\_\_\_\_\_

D: List Alternatives Considered:

\_\_\_\_\_

\_\_\_\_\_

E: Attachments Included: Yes  (Number \_\_\_\_\_ / List Below) No

\_\_\_\_\_

**BOARD OF DIRECTORS ACTION TAKEN**

APPROVED  NO ACTION/NOT REQUIRED  DISAPPROVED

MORE INFORMATION REQUESTED

Date returned to Committee: \_\_\_\_\_

Required Comments: \_\_\_\_\_

Additional Comments on Reverse:

Board Signature: \_\_\_\_\_ Dated \_\_\_\_\_

**DISCRIMINATION AND HARASSMENT**

**POLICY:**

LVA is committed to providing equal employment opportunity and a work environment that is free of unlawful discrimination and harassment in all aspects of employment to employees, committee members and volunteers. These commitments are morally right and legally required and compliance with them is essential in order for LVA to best utilize the resources of its personnel. In keeping with this commitment, LVA maintains a strict policy prohibiting unlawful discrimination and harassment of any kind. This policy applies to all areas of employment, committee members and volunteers including but not limited to, recruitment, hiring, training, promotion, transfers, separations, compensation and benefits, as provided by law.

This policy embraces the view that all LVA employees, committee members and volunteers should be able to enjoy a work environment free from all discrimination and harassment prohibited by law, including sexual harassment, and discrimination and harassment because of an individual's race, religion, creed, color, national origin, ancestry, physical and mental disability, medical condition, marital status, sex, age over 40, veteran status or sexual orientation. All employees, committee members and volunteers, whether supervisors or non-supervisors, and non-employees conducting business with LVA employees or while visiting LVA premises, are expected to comply with and shall be protected by this policy.

**DEFINITION:**

This policy prohibits discrimination and harassment in any form, including but not limited to verbal (such as slurs, taunts, jokes, epithets and derogatory comments), physical (such as touching or blocking movements), and visual (such as cartoons, posters, gestures, displaying objects or pictures).

Sexual harassment is defined as including, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature when either (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or actions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

In the case of sexual harassment, the law forbids only unwelcome sexual conduct. The possibility of such unwelcome harassment may be lessened or minimized by prevention. For example, employees, committee members and volunteers should be aware that others could misconstrue certain conduct or behavior on their part as welcoming what might be otherwise quite unwelcome conduct. Employees, committee members and volunteers should also be aware that certain conduct or behavior may in fact be unwelcome even if others do not communicate to you through their words or actions that the conduct or behavior is unwelcome.

### **Complaint Procedure:**

This procedure is intended to prompt immediate reports of claims of violations of this policy in order to permit timely and effective investigations and discourage recourse to rumors, which can jeopardize the privacy and reputations of all involved.

An employee, committee member or volunteer may tell the purported harasser directly that his or her conduct is unwelcome and request it to end. However, if this approach either is not effective or is not a desirable initial approach, any LVA employee, committee member or volunteer who believes he or she has been unlawfully harassed or discriminated against or has knowledge of such discrimination or harassment of another person should promptly report the facts of the incident or incidents and the names of the individuals involved to his or her immediate supervisor or, in the alternative, to LVA's General Manager (or a person designated by the General Manager). If, for any reason, you would prefer not to discuss the issue of discrimination or harassment with any of these individuals, you are encouraged to report the conduct to someone else in management. Management personnel shall immediately report any allegations of incidents of all harassment to the General Manager. The General Manager will advise the Board of any complaints and shall keep Board apprised of the investigation as it proceeds.

A report of an alleged violation of this policy shall be promptly investigated. The investigation shall be conducted with sensitivity to the privacy and confidentiality interests of involved persons. Information shall be kept confidential consistent with LVA's needs to investigate, arrive at decisions, and prepare for and defend possible actions brought against it. The parties to the complaint shall be apprised of the outcome of the investigation as is appropriate under the circumstances.

All committee members and Village residents must refrain from direct regulatory or performing supervisory actions or interfering with any Village employee or questioning any of their activities. All complaints must be brought only to their supervisor, the General Manager, or any Board member. If any Leisure Village resident decides to confront any Leisure Village employee, it could be considered harassment resulting in being so charged.

### **Retaliation:**

No person who, in good faith, reports a violation of this policy shall be subject to any form of retaliation. Retaliation is a very serious violation of this policy and should be reported immediately to LVA's General Manager (or a person designated by the General Manager). Retaliation shall be treated with the same strict discipline as any other violation of this policy.