



VILLAGES OF WESTCREEK OWNERS' ASSOCIATION, INC. ("ASSOCIATION")

ADMINISTRATIVE RESOLUTION NO. 46

Suggestions and Recommendations Committee ("SARC")

WHEREAS, Article **XIII**, Section 13.02 of the BYLAWS directs the Board of Directors ("BOARD") to exercise for the ASSOCIATION the powers to designate one or more committees; and

WHEREAS, the BOARD recognizes the need for a committee with the ability to affect a wide range of areas benefitting the entire association. Upon such date as the SARC takes effect it will dissolve the Landscaping, Public Safety and Sports Park Committees.

WHEREAS, the BOARD recognizes that upon the filing of this Resolution it will rescind and replace AR 37 "Sports Park Committee," AR 10 "Landscape Committee", AR 44 "Public Safety Committee"

WHEREAS, the BOARD deems it necessary to create a standing committee to assist the BOARD in its duties of asset management for the ASSOCIATION;

NOW THEREFORE, BE IT RESOLVED THAT BY UNANIMOUS CONSENT IN WRITING THAT a standing committee known as the SUGGESTIONS AND RECOMMENDATIONS COMMITTEE be established, having the following terms of reference:

ORGANIZATIONAL COMPOSITION

The SUGGESTIONS AND RECOMMENDATIONS COMMITTEE shall consist of a CHAIRPERSON appointed by the BOARD who will in turn appoint a CO-CHAIR. No more than one member of a household may serve as a voting member of the committee.

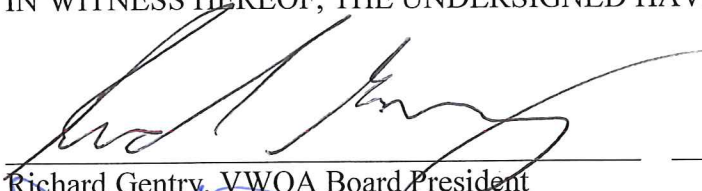
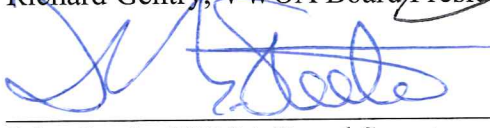
1. CHAIRPERSON – The BOARD shall appoint the CHAIRPERSON
2. CO-CHAIRPERSON – The CHAIRPERSON will nominate the CO-CHAIR and this will be confirmed by the BOARD. The CO-CHAIR will retain all of the CHAIRPERSON's responsibilities in the event of absence or vacancy.
3. VACANCIES – The BOARD may remove the Chairperson or any member with or without cause, upon a majority vote. The Committee may vote to remove its Chairperson or any member upon show of good cause. Vacancies created by either of the above or by death or by resignation of the Chairperson, shall be filled by the Vice Chairperson and the remaining members of the Committee will elect a new Vice Chairperson.
4. SECRETARY – The Chairperson will designate a Secretary from among the members of the Committee. The Secretary shall be responsible for keeping the Committee membership roster, recording minutes of all Committee meetings, and in general, maintaining written documentation on Committee decisions and activities.

RESPONSIBILITY OF THE SARC

The primary responsibility of the SUGGESTIONS AND RECOMMENDATIONS COMMITTEE is to advise and assist the BOARD in making creative suggestions in the planning of future projects. the SARC performs functions which include, but are not necessarily limited to, the following:

1. Hold monthly meetings on a regular date set forth by the Chairperson
2. Evaluating current common area needs and present it to the board in a prioritized manner.
3. Evaluating future needs for the common areas.
4. Working with the Board to stay in line with the Reserve Study and other Budget guidelines.
5. Assisting the appropriate committees to implement plans approved by the BOARD.
6. May perform other functions as directed or approved by the BOARD.

IN WITNESS HEREOF, THE UNDERSIGNED HAVE EXECUTED THIS CONSENT

 Richard Gentry, VWOA Board President	<u>21 Jun 18</u> Date
 John Steele, VWOA Board Secretary	<u>21 Jun 2018</u> Date