

# Isles Of Sarasota Homeowners Association

## Ad Hoc Committee Charter

### **PURPOSE:**

The Board of Directors (BOD) has authorized the establishment of an **"Ad Hoc Committee"**. The purpose of this Committee is to serve at the will of the BOD on all matters pertaining to the assignment the committee is given. The committee will also assure that they follow all Rules and Regulations that are consistent with HOA Governing Documents, as well as state and local laws.

The committee shall meet as needed with proper notice of all meetings to be posted at least (1) one week in advance. Meeting minutes will be taken and posted on the Isles website and distributed to the Board of Directors by the committee chairperson.

### **COMMITTEE STRUCTURE AND TERMS:**

The Ad Hoc Committee Chairperson will be appointed by the HOA Board President. This appointment will continue as long as he/she is a member of the committee and will end upon his/her resignation or removal from the committee or its assigned task is completed. The Committee shall be comprised of Isles resident owners and is open to owners with a working knowledge and understanding of the particular project the board has approved for the committee. Each member of the committee must be unencumbered by any conflict of interest and also attest that they have never been convicted or are not presently under investigation for any felony. Members will be appointed by the HOA Board President.

Appointment consideration criteria should include, but will not be limited to, relevant experience, willingness and availability to serve, ability to get along with others, fairness, and the ability to function within a team.

### **AUTHORITIES:**

All Ad Hoc committee members shall serve at the will and approval of the BOD. Formation of any Ad Hoc committee requires the approval of the BOD. The HOA Board President has the right and authority to disband, discontinue, or continue any committee or subcommittee, as well as appoint or dismiss any committee member or subcommittee member, with or without just cause.

### **SPECIFIC RESPONSIBILITIES:**

The committee will be responsible for collecting data and providing information and recommendations to the Board regarding any and all items related to the specific assignment by the BOD.

The Ad Hoc Committee's specific responsibilities include:

1. Complete detail Scope of Work including a request for proposal provided to the Board of Directors for approval.
2. Finance Committee recommendation for funding
3. When the above criteria are met, the Board will receive a final packet so an informed decision can be made.

**COMPLIANCE:**

Any Ad Hoc Committee is not authorized to financially or legally obligate the HOA in any manner (i.e. contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the BOD.

The Committee shall meet as needed to review and discuss matters related to the assigned task(s).

The BOD also has the right and authority to take action and/or make decisions with or without involving any committees and to take action and/or make decisions which are consistent with and/or contrary, in whole or in part, to any Ad Hoc Committee or subcommittee recommendations, should they see the need. The BOD also has the right to amend this Charter, should it be required.