



Villages of Westcreek
Owners' Association

Administrative Resolution No. 21
WESTCREEK PLAYGROUP COMMITTEE

- WHEREAS, Article XII, Section 13.02 of the BYLAWS grants the BOARD the power to designate one or more committees; and,
- WHEREAS, the BOARD recognizes that the purpose of the Villages of Westcreek Owners' Association is to protect, preserve and enhance the property values of property located within the metes and bounds of the Villages of Westcreek; and,
- WHEREAS, the BOARD recognizes that an atmosphere of family-oriented programs enhances the quality of life for the entire community of the Villages of Westcreek, and thereby contributes to this overall mission; and,
- WHEREAS, the BOARD recognizes that an informal group, known as the Westcreek Playgroup, is involved with the community to make a positive contribution to the quality of life in the Villages of Westcreek, thereby enhancing the Villages of Westcreek as a preferred location in which to live for both existing and future residents; and,
- WHEREAS, the BOARD wishes to develop a program which officially encourages such a committee; and,
- NOW THEREFORE, BE IT RESOLVED THAT a Westcreek Playgroup Committee be established, having the following terms of reference.

RESPONSIBILITY

The responsibilities of the Westcreek Playgroup Committee are to advise and assist the BOARD in developing and carrying out a program for residents in terms of programs and activities that the Board or the Committee shall deem appropriate.

In fulfilling its responsibilities, the Committee shall:

1. Develop and disseminate through available means a program to cover all aspects of functions and activities of a playgroup. The Committee shall develop a proposed agenda detailing its proposed functions and activities, and provide this agenda to the Board of Directors for review/approval. This agenda will be prepared and provided to the Board of Directors as needed.
2. Report any feedback to the Board of Directors.
3. Survey residents as to suggested Westcreek Playgroup Committee improvements.

MANNER OF ORGANIZATION

1. Membership: Any MEMBER may join the Committee by attending two out of three successive subcommittee meetings and maintaining regular attendance thereafter. The secretary of the Committee is responsible for maintaining a roster of Committee members and attendance records for quarterly business meetings.
2. Term: The normal length of service shall be one year. Members may serve additional years with the annual approval of the chair.

3. Chair (Playgroup Leader): At the first regular meeting of the COMMITTEE following its creation, the President of the Board of Directors will appoint a Chair. The Committee may then elect a vice Chair (Co-Leader) from among its members. The Chair will perform the duties of liaison to the Board of Directors, conduct the quarterly business meetings of the Committee, and ensure the duties of the committee are being carried out in a timely manner. The normal length of service shall be one year. The Chair may serve additional years with the annual approval of the Board of Directors.
4. Vice Chair (Co-Leader): The Vice Chair will ensure the accomplishment of the duties of the Chair in his/her absence and shall otherwise have the primary duty of recruiting new members into the committee.
5. Secretary: The Chair will appoint a secretary from among the members of the Committee. The secretary-treasurer shall be responsible for keeping the Committee membership roster, recording minutes of all quarterly business meetings and in general maintaining written documentation on Committee decisions and activities.
6. Treasurer: The Treasurer shall keep a record of funds expended under the Committee's allocation from the Board.
7. Vacancies: The BOARD may remove a Chair with or without cause. The Committee may vote to remove its Chair upon show of good cause. Vacancies created by either of the above or by death or by resignation of the Chair, shall be filled by the vice Chair, and the Committee will elect a new vice. Any Committee member who has three (3) consecutive unexcused absences from quarterly business meetings or who is delinquent in the payment of assessments for more than thirty (30) days may be removed by a majority vote of the Committee at a meeting in which a quorum is present.
8. Subcommittees (Individual Playgroups): From time to time the Committee may create from among its membership such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the Committee. The Committee Chair (Playgroup Leader) may form a subcommittee by appointing volunteers from the standing committee. The subcommittee will elect its own Chair (Group Leader). If the subcommittee Chair is absent from two consecutive quarterly business meetings, the subcommittee may elect a new Chair and promptly notify the standing Committee Chair (Playgroup Leader) of the change.

MANNER OF OPERATION

1. Functions of the standing Committee include the following:
 - (a) electing the vice Chair;
 - (b) assessing conditions and needs in the area of its responsibility;
 - (c) adopting goals and objectives and establishing priorities for Committee and subcommittee activities;
 - (d) proposing guidelines to the BOARD relative to its area of responsibility
 - (e) reviewing Committee terms of reference;
 - (f) developing annual Committee budget requests;
 - (g) taking such actions as directed by the BOARD.
2. Functions of the Chair include the following:
 - (a) coordinating and supervising the Committee activities and meetings to assure that Committee responsibilities are met;
 - (b) preparing Committee reports for submission to the BOARD;
 - (c) reviewing the budget with Committee secretary-treasurer to assure that funds are spent as allocated and to determine adjustments;
 - (d) establishing such subcommittees necessary, determining their purpose and appointing members
 - (e) reviewing and evaluating subcommittee activities to determine if need exists for their services.
3. Meeting

- (a) Regular meetings of the full standing Committee shall be held at least once each quarter or more often as necessary to carry out assignments and responsibilities. The purpose of at least one full Committee meeting is to hear and review the Committee's budget and policy recommendations and to integrate them into one Committee proposal to be submitted through the Chair to the Finance Committee;
- (b) Subcommittees will meet at least monthly for as long as it takes them to complete their task.

4. Reporting and Channels of Communication.

- (a) Each committee shall, through its Chair, submit to the BOARD, written reports on a regular basis. Such reports shall include at least the following:
 - (1) summary of activities during past period;
 - (2) problems encountered and assistance requested;
 - (3) number of members at last meeting;
 - (4) plans for coming quarter;
 - (5) itemized listing of income and expenditures;
 - (6) recommendations and proposals with rationale.
- (b) The Committee Secretary shall prepare and submit minutes of all committee meetings.
- (c) Verbal requests for information or assistance may be transmitted from the subcommittee Chair to the Committee Chair and from there to the appropriate party and back, unless other channels have been directed by the BOARD.

IN WITNESS HEREOF, THE UNDERSIGNED HAVE EXECUTED THIS CONSENT AS OF October 19, 2001.

Kathy Kirby
Secretary, Villages of Westcreek Owners' Association

Kevin Drummonds
President, Villages of Westcreek Owners' Association