

STONEWOOD TOWERS PROCEDURE NO. 21

Subject: Standing Committees to the Board of Administration

Background-

The By-Laws of Stonewood Towers Condominium Association Inc. provide that the President shall be the Chief Officer of the Association and as such shall have the power to appoint committees from among owners as he/she may in his/her discretion decide is appropriate to assist in the conduct of the affairs of the Association.

A committee appointed under this authority serves at the discretion of the President who in turn is elected annually by the Board of Administration from among its members. Historically, it has been observed that many committees have proven beneficial to the administration of the Association. Of particular value has been the continued dedication of many committee members on standing committees, which provide sorely needed continuity and experience from one Board to its successor. Stonewood Towers maintenance and service requirements are generally of a continuing nature and dedicated committee members are a valuable asset to a smooth administration by each succeeding Board.

Procedure-

With the above referenced authority and experience, the following procedures are formulated for the continuing appointment of owners to the "Standing Committees".

1. Succeeding Presidents should, as the first order of business after election to hold office, publicly request volunteers for named committees and allow two weeks for volunteers to register in the Condo Office. *The existing Committee will continue to work as scheduled.*
2. While no limitation is hereby placed on the size of the Committee membership, experience has proven that a minimum of 3 and a maximum of 5 members appears ideal. *However, the President of the Board of Administration will have final approval of size.*
3. In addition to the foregoing, each "Standing Committee" shall have a member of the Board of Administration assigned to the Committee, whose primary purpose is to act as a conduit between the Committee and Board of Administration. The President will appoint the Committee Chairperson. *Each Board Committee liaison will report the Committee's "Work" at each scheduled Board Meeting, thus keeping the Board up to date on the Committee's progress. The Board of Administration President has the responsibility to make sure committee reports are on every Board Agenda.*
4. It is recommended that, as a minimum, the following committees be maintained to assist the Administration of the Condominium with authority as indicated.
 - a. BUDGET COMMITTEE. Responsible to assist the President and Treasurer in carrying out all financial planning and review as enumerated in the Declaration of Condominium, the Articles of Incorporation and the By-Laws of Stonewood Towers Condominium Association.
 - b. WELCOMING COMMITTEE. As directed by the President this committee will schedule a meeting on a monthly basis with all new residents. New residents will be personally contacted by a member of the committee and invited to the

Welcoming gathering. During this social gathering the operation of the Stonewood Club will be explained. Further it will be clearly pointed out that the Association Documents and House Rules respectively, with the stated premise that all residents accept such provision and regulation by virtue of their residency. The committee should be prepared to answer questions about these governing documents. New residents will be invited each month until they are able to attend.

- c. COMPLIANCE COMMITTEE. As directed by the President to be responsible to the Board of Administration that upon review ensure that new resident applications, including leases and contracts for purchase, comply with rules and regulations of the Condominium Documents. These documents govern and reflect the manner in which residents of the Condominium agree to live as required by State and Federal Law.
 - d. PROCEDURE COMMITTEE. As directed by the President to develop and recommend to the Board of Administration for their approval, changes to the Association Bylaws, Charter Provisions and Regulations and House Rules as deemed appropriate. To act as an administrative tool for the Board of Administration in providing continuity between Boards, guidance to all committees established by the Board, and instruction and guidance for all administration of the Condominium employees.
 - e. PROJECT COMMITTEE. As directed by the President to research, analyze, develop and recommend projects for either immediate action by the Board of Administration or inclusion in Budget Planning at the appropriate year as directed by the urgency of the project.
 - f. INSURANCE COMMITTEE. As directed by the President to be responsible to the Board of Administration in assisting the Board in analyzing availability of insurance required by the Condominium Documents. Not being insurance experts the committee may utilize the advice of outside resources (i.e. agents, consultant, etc.) at the direction of the Board of Administration.
 - g. LANDSCAPE COMMITTEE. As directed by the President to develop a continuing landscape master plan to beautify our grounds to include, but not be limited to, the selection of trees, shrubs and flowers. Emphasis should be placed on a long-range plan to ensure Stonewood remains a beautiful place to live.
 - h. SEARCH COMMITTEE. As directed by the President, and consistent with Florida Law, the Search Committee will oversee the election process.
5. The Condominium Manager will provide clerical and administrative assistance to Committee Chairpersons upon request.
 6. None of the foregoing shall prohibit the appointing of any additional committees for whatever purpose deemed appropriate by the Board of Administration Similarly, if owners do not volunteer for assignment to a committee, the President can at his/her discretion leave the committee dormant.

FOR THE BOARD OF ADMINISTRATION
Board Secretary